

October 16th 2017

LETTER OF INTENT

Dear RITU KUSHWAHA,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The term and conditions of your job offer have been detailed below.

Position Offered	Business Analyst
Gross Remuneration	2.15 L/A
Date of Joining	08 May 2018
Job Location	Pune
Reporting	Ankita Yadav

This offer is valid, subject to all information, facts and figures provided by you, during your discussions with our company representatives, being accurate. By accepting this offer letter, you hereby authorize to report on the above mention date. In case you do not report on the said date, this offer will stand cancelled.

In the light of the above, you are requested to submit all **Mandatory Documents** as stated in **Annexure-A**. We trust that you have provided to the Company, correct declaration & have not wilfully suppressed any material information. If you have, the Company reserves the right to terminate your services or revoke this offer letter with immediate effect without any notice or payment forthwith. Please note that you are required to inform the Company if there are any agreements, oral or written, which you have entered into previously.

Annexure A: Mandatory Documents

1. All education passing certificates and degrees (front and backpage) along with mark sheet
2. Date of Birth Certificate/ Proof
3. Experience / Relieving certificate from last employers (if applicable)
4. Appointment Letter issued from your current company (if applicable).
5. Salary slips/Bank Statement for past 3 months (if applicable)
6. Last increment letter (If applicable)

ADDRESS: 1st floor, A-82, SECTOR 63, NOIDA
(201301)

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