

**LETTER OF OFFER**

**CONFIDENTIAL**

**Date:** 14<sup>th</sup> July 2021

**Name:** - Mr. Vaibhav Sharma

**Permanent Address:** - S/ O Mr. Pawan Sharma Flat no 345 Vartalok Society Sector 4/C Vasundhara Ghaziabad- 201012

**Dear Mr. Vaibhav,**

Following our recent discussions, we are delighted to offer you the position of **Management trainee** in **(Technical)** Dept. with PSPL.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

At the time of your joining our organization, you are required to submit the following documents in original

1. Doctor's certificate certifying medical fitness.
2. Educational certificates (including all marks cards) and testimonials.
3. Three passport size photographs.
4. Last pay slip / Salary certificate.
5. Relieving letter in original from previous employer.
6. Copy of the PAN card.
7. Copy of the Passport.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title:** - Management trainee (Technical)

**Start date:** 14<sup>th</sup> July 2021

**Salary:** - 1, 68,000 Per Annum/-

**Probation:** The probation period shall be of six month duration and confirmation of your services & after the joining of PSPL.

**Reporting relationship:** Identify the position that this position will report to Business Manager.

**Vacation/ Leaves-** After 180 Day Company will provide you CL & Leave. If you are on leave within 180 days company will deducted your salary as per day.

*Vaibhav*

Company timing is 9:30 Am to 6:30PM. If you will come after 9:45 AM then 100/- Rupees deduct from part of salary If you are coming after 10:30 Am then company will be deducted half day salary from your salary on that day bases.

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

PSPL also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if PSPL becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made  
Please indicate your acceptance of this offer by returning one copy of this offer letter with your signature affixed in the last page, within Three (3) days of issue of this letter. If you do not communicate your acceptance in this time frame, this offer is liable to be withdrawn without further reference to you.

This is only an offer letter and does not entitle you for an appointment. On completion of all the joining formalities and fulfilling all documentation requirements you will be formally appointed and inducted in to the organization.


You are expected to report on or before Date **14<sup>th</sup> July 2021** and contact Ms. Preeti Singh at our Noida office.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Please sign a duplicate copy of this letter as a token of acceptance of our offer.

Sincerely,

(HRD)  
Pertinax Solutions (P) Ltd.



With the signature below, I accept this offer for employment.

**Name** – Mr. Vaibhav Sharma

**Date:** -14<sup>th</sup> July 2021

Signature - Vaibhav