

09.09.2019

To,  
**MR SARANG MOTGHARE**  
Bhandara, Nagpur  
Maharashtra.

**Sub: Welcome cum offer letter**

Dear Sarang,

We are pleased to inform you that we have shortlisted you to join our organization on a contractual period of 6 months as **Project Engineer** based at Patna, Bihar. During this contractual period we shall impart training and other orientation program to you so that we can take out your best in the days to come. After successful completion of training period you will be absorbed in the organization as a regular employee.

**We shall offer you Rs.2.82 lacs per annum as gross CTC inclusive of HRA.** No other allowances shall be admissible. Statutory Deductions shall be made as per the law. **You are expected to carry your own laptop and vehicle (2 /4 -wheeler).** Outstation allowances like fooding, lodging & transportation etc shall be made as per the standard rates applicable as on date. Leave and other incentives shall be as per our HR policy applicable to all employees working in our organization.

We always believe in giving the best environment and benefits to our employee. Employee retention is the biggest achievements of our organization. Keeping this in mind we have our own HR policy. All employees in our organization are governed by the same HR Policy. The HR policy is revised time to time as per the need and the situation. Our organization reserves the right to revise the HR policy without assigning any reason for the same and without any prior notice to the employee. By accepting this offer letter you are accepting our HR policy as well.

We expect you to join our organization as soon as possible but not later than 16.09.2019 .

Looking forward to welcome you in our organization.

Thanking you,

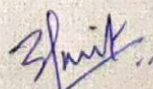
Yours faithfully,  
For Aishra Technofab Engineers

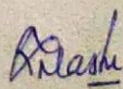
(Chanakya Vishnugupta)  
(Authorized Signatory)  
7017233250

**ACCEPTANCE OF OFFER**

I HEREBY UNCONDITIONALLY ACCEPT YOUR OFFER.

(SIGNATURE OF THE CANDIDATE)

  
In-Charge  
Training & Placement  
MIET, Bhandara

  
Principal  
MIET, Bhandara