



SANJIVANI JAIN &lt;sanjivanijain6804@gmail.com&gt;

## OFFER LETTER VALID TILL: 01/08/2024 || AURIGA RESEARCH PVT. LTD

YOGENDER YADAV &lt;hr@aurigaresearch.com&gt;

Mon 29 July 2024 at 4:51 PM

To: sanjivanijain6804@gmail.com

Cc: Saurabh Arora &lt;saurabh@aurigaresearch.com&gt;, Neha S Arora &lt;neha@arbropharma.com&gt;, Ganesh Ramamurthi &lt;ganesh@aurigaresearch.com&gt;, TeamHR &lt;devender@aurigaresearch.com&gt;, Manoj Karwa &lt;manojkarwa@aurigaresearch.com&gt;, SNEHENDU KONER &lt;snehendu@aurigaresearch.com&gt;

**Dear Sanjivani,**

**Congratulations!**

With reference to your application for employment in our organization and subsequent interview with you, we are pleased to offer you the position of "**QA Executive**" in the "**QC department**". Your Salary Package will be **Rs. 2,29,456/-** CTC per annum as per attached Annexure A (Consolidated with no other extra benefits). You are advised to fulfil the HR formalities on the date of your joining.

**1. Reporting Date and Documents:** You are requested to join the Organization on or before **01/08/2024** and you are required to furnish the following documents to the Human Resources Department.

1. Original and Xerox Copy of Professional Qualification
2. Original & Xerox Copy of Aadhar Card
3. Proof of ID/PAN (Permanent Account Number)
4. 05 Nos. Recent Passport size Photographs
5. Last Drawn 3 Month's Salary Slip/ Bank Statement.
6. PF UAN card and ESIC number
7. Copy of passbook/Cancel cheque
8. Relieving / Resignation Acceptance letter from all the previous companies
9. Recent medical fitness certificates with blood group
10. Updated resume till the last employment as disclosed and evidenced

**2. Commencement of Employment:** Your employment with the Company shall be commenced from the date of reporting and you will work under the supervision of the officers as may be decided by the management from time to time.

**3. Separation of Service:** During probation, your notice period will be 15 days and on confirmation, it will be 30 days or salary in lieu thereof.

**4. Accepted Copy of Resignation letter:** You are required to submit an accepted copy of your resignation letter from your current/last organization within 7 days of receipt of this mail.

Attached is the Salary Breakup and also confirm your joining by mail.

We trust that your experience and skills will be a valuable asset to our company, looking forward to working with you.

**Yogender Yadav**

**Manager - HR**

4/9, Kirti Nagar Industrial Area,  
New Delhi- 110015,  
Ph- 011- 45754575, (D) 45754607  
Fax No- 458454500

*SJ*  
Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)

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