

OFFER LETTER

16th July'21

TO
Pallavi Dogra

Ms. Dogra,

This is with reference to your subsequent interview for the post of **Submission Administrator** for our **India Office**. We are pleased to inform you that you have been selected for the same with the following terms and conditions:

1. You will be joining on and before 19th July'21 on probation of a period of one month and would be confirmed on the basis of satisfactory performance.
2. You will be working from home and shall relocate once the India Office is set up in **Chandigarh**.
3. Your salary package will be as follows:

Monthly Salary	:	Rs. 16,000 /-
Bonus/Overtime	:	As per the job based on your Salary

4. Working Days – 5 Days a week (Monday – Friday)
5. Timing – 11am – 7pm (or Timings matched as per with England Office)

Thanking you,



Harmanpreet Kaur
Manager – India Office