

Reg:EM/HR/443

Date-24/07/2018

**Sub: Offer letter for the position of Graduate Apprentice Trainee.**

Dear Miss. Monika Thorat,

Further to the personal interview, we are pleased to offer you the position of Graduate Apprentice Trainee(Grade-GAT) in R & D Department of our organization on following terms:

1. You have been offered annual remuneration (CIO) of Rs 1.2 Lacs (p.a)
2. You will have to join not later than 05th Aug. 2018 failing which this letter shall stand withdrawn.
3. At the time of joining submit attested copies of the following Documents to our HR Dept.:
  - a. Certificate of your academic qualifications,
  - b. Experience certificates (if any)
  - c. Four pass port size color photographs.
  - d. Copy of passport, birth date proof
  - e. Permanent address proof.
  - f. Copy of Aadhar Card
4. You will be on training for one year. Your notice period for leaving the services during Trainee period will be 15 days.
5. After the successful completion of the training period you may be put on probation for six months. Then after, you may be confirmed based on your performance. Your notice period for leaving the services during probation period will be one month.
6. You will be governed by the Rules and Regulations of the Company which will be mentioned in your appointment Letter and code of conduct and as may be framed from time to time.

Your Appointment Letter will be issued to you after joining the services of the company, subject to the fulfillment of requirements mentioned in point no. 3.

We wish you a long successful career with us.

Thanking You,

Your Sincerely

For Eetamax



Asish Gupta, Head  
Eetamax