

Infraplus/HR/OL/57
December 29, 2021

Ms. Gayatri Chawda
E-mail: gayatrichawda11@gmail.com
Contact No: +91 7678222399

Offer Letter for the Position of Manager (Env. Services)

Dear Gayatri,

With reference to your application and the subsequent interaction regarding the position of Manager (Environmental Services) with Infraplus Consulting Pvt. Ltd, we are pleased to make a formal offer of employment to you as per following details:

Employment Conditions:

1. **Designation:** Your designation will be **Manager – Environmental Services**
2. **Location:** Your place of posting shall be at Infraplus Corporate Office, Gurgaon
3. **Reporting:** You will report to **Mr. Sandeep Chhamunya**
4. **Job Description:** You will be part of the Environmental vertical and will be involved in Market Research, business development and consulting services activities of the company. Your detailed JD will be given on your joining the company.
5. **Compensation:** Your gross compensation shall be **Rs. 6,00,000** (Rs. Six Lacs only) per annum.
6. **Joining:** You shall be required to join us on or before 3rd January 2022
7. **Probation:** You will be on probation for a period of 6 months.
8. **Notice Period:** Your appointment with the company would be terminable with fifteen days (during probation)/ one month (after confirmation) of notice or notice pay in lieu of either side.
9. **Leave:** You will be entitled to take leave with pay @1.5 days per month (inclusive of Privilege leave, casual leave) during the probation period of 6 (six) months. Such leave may be availed with prior approval.
10. **Office Timings:** Office timing will be from 9 AM to 6 PM from Monday to Saturday.
11. **Statutory Compliances:** Taxes will be applicable as per Government rules.
12. **Submission of Documents:** On the date of joining, you are requested to submit the following documents: Copy of PAN Card, Adhaar Card, relevant educational qualification and experience certificates, TDS certificate/form-16 from the previous employer, if applicable and 2 passport size photographs.

Infraplus Consulting Private Limited

This letter is being issued to you in duplicate. If this appointment is acceptable to you, kindly sign the acceptance clause hereunder and return the duplicate copy of the same to the Company at the below mentioned address or email us within two days from the date of issuance of the letter.

We wish for a fruitful and long-lasting association for the continual growth and improvement of the organization.

Thanking you,

For, Infraplus Consulting Pvt. Ltd.



Sandeep Chhamunya
CEO



(DECLARATION)

I accept the offer as per terms & conditions set out hereinabove.

Signature
(Name)

Date: