



Feb 13, 2020

Name: Yogita Adlakha  
College: Invertis University, Bareilly

Letter of Offer

Dear Yogita,

Thank you for exploring career opportunities with SLMG Beverages. You have successfully completed our initial selection process and we are pleased to make you an offer.

Kindly find your offer for the position of **Trainee-Chemist** in our organization. Your gross salary including all benefits will be **Rs. 2,50,000/-p.a.** (Rupees Two Lacs Fifty Thousand only).

We would like you to join us on or before **July 06, 2020**. In case you do not report on the said date, your offer will stand cancelled. A formal appointment letter will be issued to you on your joining the organization (subject to complete documentation). Please report at 0900hrs and get in touch with the Human Resource Department on your joining date to complete all joining formalities. Kindly send softcopies of following documents prior to your joining: -

- Educational Certificates
- Mandatory Identification: PAN Card & Aadhar
- Card Medical Fitness Certificate
- Driving License/ Passport
- Passport size photographs (Soft Copy- in formals)

Kindly provide your confirmation and acceptance of the above offer by sharing a scanned signed copy of this letter. We request you to keep the terms of this offer strictly confidential.

Yours sincerely for SLMG Beverages  
Sushil Kumar Garg

**Head-Talent Management Department**

Acceptance of the offer:

I hereby express my willingness to accept this offer and declare that I have clearly understood all the terms and conditions stated in the offer letter.

Name: \_\_\_\_\_ Signature and Date: \_\_\_\_\_

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly

SLMG Beverages  
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