



July 12, 2021

Ms. Poorti Varshney

Dear Poorti,

**OFFER OF EMPLOYMENT**

On behalf of Oaknet Healthcare Pvt. Ltd., we congratulate you for successfully completing our campus recruitment process and we are pleased to extend an offer to you for the position Business Executive on the terms and conditions discussed mutually. We believe that your knowledge, skills and dedication would be an ideal fit for our team.

You will be on training under probation for a period of one year and on successful completion of probation will be absorbed in the regular non-management grade as Business Executive of the Company.

Your date of joining would be on August 03, 2020. Your reporting location and the actual date of joining would be communicated to you subsequently.

Your remuneration and benefits will be INR 2,50,000.

You are requested to bring along the following documents for submission at the time of your joining:

1. All certificates and mark sheets (SSC on wards)
2. DOB Proof (Birth Certificate/ Class 10 Admit Card)
3. Company application form duly filled (enclosed)
4. Medical form duly filled (enclosed)
5. Xerox copy of Pan Card
6. Xerox copy of Aadhar Card

The formal letter of appointment will be issued to you at the time of your joining the Organization. We look forward to the prospect of a long and mutually rewarding professional relationship,

Yours Sincerely,

For Oaknet Healthcare Pvt. Ltd.

(Amin Akbar Pochi)

Manager -Corporate HR

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly