

**Dr. STENDRA SINGH**

*Assistant Professor,  
Applied Science and Humanities,  
Invertis University, Bareilly.*

**Subject: Invitation as a Training Officer in Training Session held on 26.11.2020-30.11.2020**

*Dear,*

*I hope this letter finds you in good health and high spirits. I am pleased to extend to you a formal invitation to train VHB Medi Science Pvt. Ltd. employees as a Trainer, starting on 26.11.2020-30.11.2020.*

*We believe that your expertise and experience make you the perfect fit for this position. Your dedication, commitment, and ability to effectively communicate and impart knowledge will be instrumental in driving our training initiatives forward.*

*In recognition of your valuable contribution, VHB Medi Science Pvt. Ltd. is pleased to award you an annual remuneration of Rs.49000. This compensation package is a reflection of our appreciation for your skills and the value we place on your role within our organization.*


*We believe that this opportunity will not only be professionally rewarding but will also provide a platform for personal growth. VHB Medi Science Pvt. Ltd. is committed to fostering a positive and inclusive work environment, where every employee's contributions are valued and recognized.*

*We eagerly look forward to welcoming you to our team and are confident that your contributions will help us achieve new heights of success.*

*Once again, congratulations on your appointment as a Training Officer at VHB Medi Science Pvt. Ltd. If you have any questions or require any further information, please do not hesitate to contact me.*

*Warm regards,*

  
**Authorized Signatory**

  
**Dean**  
Faculty of Science  
Invertis University, Bareilly (U.P.)

  
**Registrar**  
Invertis University  
Bareilly