

Date: 19<sup>th</sup> April, 2019

**Subject: Appointment Letter**

To,

Deep Chandra,  
Quantum University,  
Roorkee

We are delighted to officially appoint you to the position of **Jr. Maintenance Engineer** at Alexia Panels, effective **2<sup>nd</sup> July, 2019**. We were very impressed with your performance in the written exam and interview, and we are confident you will be a valuable asset to our team.

**Compensation and Benefits:**

- Your starting salary will be Rs 2,20,000 per annum plus bonus.
- You will be eligible to participate in our comprehensive benefits package. Full details regarding the benefits program will be provided during your onboarding process.

**Reporting and Probation:**

- You will report to Mr Pushkar Singh Bisht, General Manager (Production)
- This appointment is subject to a probationary period of one year. Your performance will be reviewed during this time, and your appointment will be confirmed upon successful completion of the probationary period.

**Next Steps:**

- Please sign and return a copy of this letter to acknowledge your acceptance of this position.
- We look forward to welcoming you to Alexia Panels on your start date. In the meantime, you will receive further information regarding onboarding procedures from our Human Resources department.

We are excited to have you join our team!

Sincerely,

Mr. Naresh Gupta

  
(Admin Head)

  
Registrar  
Quantum University





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2<sup>nd</sup> May, 2019

### Subject: Selection Letter

Dear Ankit Badoni, Quantum University

We were all very excited to meet and know you over the campus selection process. We were impressed with your background and would like to offer you the position of Maintenance Supervisor.

This is a full time time role. You will be reporting to the Er. Vipul Sachdeva


We will be offering you an annual gross salary of Rs. 2,00,000/- plus bonus on completion of 12 months of service. You will also have mention benefits as per company policy, like health and insurance plan, mobile expenses upto 50,000 per year.

Your expected starting date is 19<sup>th</sup> June, 2019. You will be asked to sign a contract of 15 months and at the beginning of your employment.

We will wait for your response. Please feel free to contact me or Er. Vipul Sancheva via email, if you have any questions.

We are all looking forward to your joining our team!

Best regards,

  
Mr. Abhinav Agarwal

(Director)

  
Registrar  
Quantum University

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