

## University Innovation Cell

Madan Mohan Malaviya University of Technology  
Gorakhpur-273010([www.uicmmmut.in](http://www.uicmmmut.in))

DATE: 8<sup>th</sup> March 2020

**ANJALI UPADHYAY**

Second Year, MMMUT  
Gorakhpur, UP -273010

Dear Anjali:

I would like to welcome you to University Innovation Cell. We are excited to tell you that you been inducted into this cell and agreed to be a part of this team. I trust that this letter finds you mutually excited about your new position with UIC.

As mentioned during interviews, while your new position reports to me, I'd like to welcome you as an **Executive Member**. Each of us will play a role to ensure your successful integration into the department.

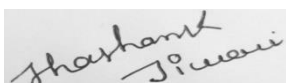
We're expecting you for new employee orientation program after your end semester exams. You will meet the team to discuss your successful integration into our cell with the senior members of the cell so that we get to know each other. You'll also meet with several co-members so you can get the feel for the overall work of the cell. Our dress code is casual. We would expect that you'll be presentable.

Your new team will be conducting a few official meetings to get to know you and to make sure that you meet everyone with whom you will be working. Your meeting agenda, for the rest of your first day, will involve planning for some work, that you will be briefed about in the meeting, with the team and setting some initial work goals so that you feel immediately productive in your new role.

I anticipate that further days will involve more coworker meetings to understand the cell. You will also have the opportunity to continue with your new employee orientation plan your initial work for the department.

Again, welcome to the team if you have questions prior to your start date, please contact with your immediate seniors. We look forward to having you come on board.

Regards,



**SHASHANK SHEKHAR TIWARI**  
STUDENT HEAD  
UIC,MMMUT



**RUCHI RAI**  
STUDENT HEAD  
UIC,MMMUT