Ref No: SHAS/24-25/0025   Date: 20th December 2024

MR. YOGESH GARG

Subject: Joining Letter

Dear Mr. Yogesh Garg,

We would like to take this opportunity to extend a very warm welcome to **MOVIQS, Sharva Wheels Pvt. Ltd** family.

We are pleased to inform you that your joining date at MOVIQS will be **01st November 2024**, your joining location and work location is Gurugram, Haryana. You will be assigned the role of *Software Developer* at MOVIQS.

Role and Responsibilities

As a Software Developer, your primary responsibilities will include but are not limited to:

1. Designing, developing, and maintaining software solutions aligned with company objectives.
2. Collaborating with cross-functional teams to understand requirements and deliver high-quality applications.
3. Ensuring the performance, quality, and responsiveness of the software.
4. Participating in code reviews and contributing to the improvement of existing systems.
5. Staying updated with the latest technologies and implementing them in your work where relevant.

Your expertise and skills will play a vital role in achieving our organizational goals, and we are confident you will excel in this position.

Here is a more detailed and professional version of your joining letter spanning approximately two pages. It includes additional sections like responsibilities, benefits, and a warm welcome.

Subject: Official Joining Letter
Date: [Insert Date]
To,
Mr. Yogesh Garg
[Your Address or Placeholder for Personal Information]
Dear Mr. Yogesh Garg,
Welcome to the MOVIQS, Sharva Wheels Pvt. Ltd. Family!

It is with great pleasure that we extend this official offer of employment to you. We are excited to have you join us as a **Software Developer** at **MOVIQS, Sharva Wheels Pvt. Ltd.**, starting on **01st November 2024**.

Your designated workplace will be at our **Gurugram, Haryana** office. Please find below the details of your employment, including key terms and conditions, responsibilities, and benefits.

Role and Responsibilities

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2. Collaborating with cross-functional teams to understand requirements and deliver high-quality applications.
3. Ensuring the performance, quality, and responsiveness of the software.
4. Participating in code reviews and contributing to the improvement of existing systems.
5. Staying updated with the latest technologies and implementing them in your work where relevant. Your expertise and skills will play a vital role in achieving our organizational goals, and we are confident you will excel in this position.

Terms and Conditions of Employment

1. **Working Hours:** Standard office hours are from [Insert Time] to [Insert Time], Monday through Friday. Flexibility may be required depending on project needs.
2. **Probation Period:** Your initial employment will be subject to a probationary period of [Insert Duration]. During this time, your performance will be reviewed.
3. **Remuneration:** Your compensation details, including salary and allowances, will be outlined in the attached annexure.

We look forward to you joining us on an enriching career with MOVIQS. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Sincerely,

311, 3rd Floor Emaar The Palm Square
Golf Course Extn, Sector 66 Gurugram

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MOVIQS
Moving India Forward

Sharva Wheels Pvt Ltd

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