

**Mr. Aniruddha M Agrawal**

117/A, Om Nagar, Chamunda Colony  
Jaisingh Pura  
Mathura  
U.P.-281003

**October 12<sup>th</sup>, 2020**

**Sub: Offer Letter for the position of Intern**

Dear **Aniruddha**,

Congratulations! With reference to your application and subsequent interview with our client **"Pitney Bowes India Pvt Ltd"** we are pleased to inform you that you have been selected and Outsourced with **RSSS Corporate Services Private Limited** as an **"Intern"**, deputed to **"Pitney Bowes India Pvt Ltd"**, Noida.

You are requested to join us on or before **October 13<sup>th</sup>, 2020**.

You would be entitled for a stipend of INR 30,000 Per Month (Rupees Thirty Thousand Only)

\* This Amount includes Employer & Employee Contribution of PF of INR 3,600/-(1,800 each Side).

This offer is conditional upon:

- Your acceptance of the terms and the enclosed Contract of Employment. We reserve the right to amend such terms and conditions of employment, in addition to the rules and regulation governing all employees and the running and administration of the company, from time to time
- Your understanding and affirmation that your compensation is highly individual and confidential and is to be discussed only with your Manager/Supervisor.
- Your agreement to comply with all applicable tax laws.
- Internship will be for a period of 6 months which can be extended for 3 months or 6 months depending on the performance of individual and availability of budget/ headcount in the organization.
- Your understanding and affirmation that you will assign the Company all rights, title, and interest in any invention or improvement that you may make solely or jointly, during the course of your employment with the company.
- Receipt of satisfactory references from your current or last employer (these are applied for once your acceptance has been received).
- Receipt of documentary evidence of your stated qualifications.
- Satisfactory completion of checks including but not limited to verification of your education / supportive documents, reference checks and employment history.
- Submission of the following documents on the date of joining:
  1. Relieving & Experience letters from all previous employers
  2. Last drawn pay slips and Form No. 16 / Salary Certificate disclosing particulars as though in the Form No. 16 from the previous employer.
  3. Educational qualifications and Certifications
  4. Your Passport, Aadhar and PAN Card
  5. Three passport-size color photographs.

Please note that the Company is also required to check the original documents and these must therefore be brought with you on your first day.

Please return the duplicate of this letter signed confirming your acceptance. The offer is valid for 7 days subject to your acceptance on receipt of this offer. If there are any special circumstances, which may delay your acceptance of this offer, or if you have any queries, please contact us as soon as possible.

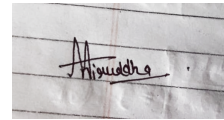
Finally, may I take this opportunity to welcome you to **RSSS Corporate Services Private Limited** and I wish you a long and successful career with us.

**PLEASE NOTE: This offer will cease to be valid if your Final Background Verification report is not up to the Company's Satisfaction.**

Yours Sincerely,

**For RSSS Corporate Services Pvt Ltd.**

**Rahul Mehra**  
Chief Operational Officer

Accepted :   
Date: 12 Oct 2020