**Offer Letter**

Ms. Nivedita Gloria Masih

Flat No. 200-D, Regent,

Shipra Suncity, Indirapuram,

Ghaziabad-201014

Dear Ms. Nivedita,

Reference to your application and subsequent interview/discussion with us, we are pleased to appoint you as Sr. Corporate Communication Executive in our organization on the following terms and conditions effective from the date of joining duty, i.e. **05.01.2015.**

1. **Remuneration:**

Your monthly total remuneration would be 32,500 INR (Thirty two thousand five hundred only)

Basic Allowance: 20,000 INR

Daily Travel Allowance: 12,500INR

1. **Probation:**

You shall be on probation to late date of month in which you complete six months of service. Your period of probation is liable for such extension as deemed fit by the management.

1. **Attendance:**

Your hours of attendance shall be regulated to suit duties entrusted to you from time to time.

1. **Transfer:**

Your services are transferable to any works/units/offices of the company.

1. **Leave**:

You are eligible for leaves as per company norms.

1. **Separation:**
2. **Resignation:**

If you offer to resign, you shall give 15 days’ notice to the company. You shall serve the company during the 15 days’ notice period.

1. **Termination:**

In case of termination from the services of the company from the reasons of abandonment/ absconding, misconduct, insubordination, criminal acts, etc. You shall not be eligible for any notice pay or other benefits under company rules.

1. **Acceptance:**

Please sign the duplicate copy of the letter in token of the acceptance of terms and conditions and return the same to us.

With best wishes

Yours faithfully,

For Croma Campus,

(Authorized Signatory)