

Sr. No	Student Name	Placement/ Progression to HE	Name of the Employer/ HE Institution	Pay Package/ Program
448	Aglave Reshma Sunil- 9307758517	Placement	SHIVMANI INFOTECH PVT. LTD - 9850053692	160000



Ref. No.: SMIT/BR/HR/Offer/JUL/03-22

Date: - 28-06-2022

To,  
Dear


AGLAVE RESHMA SUNIL

**SUB: LETTER OF OFFER AS "Office Assistant"**

Further to your Application and subsequent interviews you had with us, we are pleased to offer you employment with **Shiv Mani InfoTech Pvt. Ltd.** as "Office Assistant" with effect from **1<sup>st</sup> JULY 2022** on the following terms and conditions:

- You will be entitled to receive compensation and benefits Mentioned in Annexure-I and there after further increment [Between 5 -20 % of Basic Salary] will depend on your performance.  
  
We would request you to confirm the acceptance of this offer within 6 working days after which this offer becomes invalid.
- You will be responsible for delivering any assignments assigned to you from time to time in any function and capacities as deemed fit by the Board of Directors or any other authorized personnel of the Company. You are required to discharge your duties and responsibilities efficiently and ensure desired results.
- This employment agreement may be terminated at any time as under,
  - At any time by not giving the prior notice by the Company.
  - By the employee by giving **60 days' notice** in writing. Considering the criticality of the project, the Company reserves the right to recover any costs and damages in case the ongoing project entrusted is abandoned by the employee without fulfilling the obligation of smooth transition

We look forward to a mutually beneficial association with you. Thanking You,  
For, **SHIVMANI INFOTECH PVT. LTD.**

  
Mr. Sachin S.  
Bhanwase [Executive  
Director

**\*\*Important:** The compensation information is confidential. We request you to use discretion in handling your compensation related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. The company will treat any violation of this as a serious matter.

