



Date: 01.08.2023

Apprentice Training Appointment Letter

To,

Neha Maurya

South Goa, Goa, India – 403705.

Sub: Regarding Appointment as Apprentice

Dear Neha,

We are very happy to inform you that you have been selected for the position of Apprentice with Sai Shraddha Enterprises. with the **Quality Control Department (Molbio Diagnostics Private Limited - Goa)**. The duration of apprenticeship will be one year and during this training probation period, you will be expected to fulfil all the duties and responsibilities assigned to you by the Senior Executive, Mr. Vikas who will also be the person whom you will be reporting.

As a apprentice, you will be entitled for a starting stipend of Rs. 15,000/- per month. Once you have completed this training, this amount is subjected to be reviewed. We would also like to inform you that during this period, you will not be entitled for any other kind of monetary benefits .In case you plan to leave the company during the period of one year, you will be required to serve a notice period of one month.

If you have any other queries, please feel free to write at naps@saishraddhagroups.com. You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by post.

SAI SHRADDHA ENTERPRISES

Add : Flat no.8,Plot no.A-25,GRK Cornor,Samson Nagar, Near Sevadham Hospital,Talegaon, Pune-410507.

Contact(M): 7745812055 / 9765565454

E mail : saishradhaenterprises06@gmail.com, info@saishraddhagroups.com



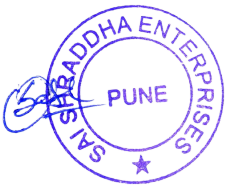
Following are other terms and conditions related to your appointment.

1. You will be governed by the rules and service conditions of the Organization as may be applicable from time to time.
2. Your services are terminable by one month's notice service in writing on either side. If you leave services of the Organization without due notice, the Organization is entitled to adjust notice pay amount, from your full and final dues.
3. You can be transferred to any of our Business units/ branches across India.
4. Your appointment is based on the information given by you in your application and at the time of interview. If at any such information is found to be incorrect, then your services will be terminated forthwith without payment of any salary and allowances or notice in lieu of it.
5. Your credentials as mention in your resume/application or as per discussion during interview may be subject to verification either internally or externally. Your offer & Appointment shall stand based on the verification sought & shall stand cancelled in case the facts do not match with your declaration/documents.
6. You will be responsible for safekeeping and return in good condition and order of all company Property ,which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance
We welcome you to the Sai Shradha Entreprises family and look forward to a fruitful collaboration.

With best wishes,

Name - Neha Maurya



Sachin Bhote
HR Executive

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