



Dear Aniket,

Greetings!!

Congratulations for completing the VIPL selection process successfully!

We are delighted to make you an offer for the position of **Consultant- ServiceNow** at VIPL with a salary package of **Rs. 03,60,000/- per annum**. Your date of will be on **April 01, 2021**.

Looking forward to seeing you on April 01, 2021 i.e. Thursday.

Detailed offer letter having service rules and regulations will be given to you post joining our services.

In case you do not communicate your acceptance of the offer by **today i.e. March 20, 2021 till 6:00 PM** or do not join duties on the date mentioned above (*April 2021*), the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the company, in writing.

We look forward to having you join us and wish you a long and successful career with VIPL.

For any queries or clarifications needed you can contact me or **Sameer Joshi** (*Sr. Manager- HR*) marked in this email at any given point of time.

Please Note:

- Kindly note that your employment with the Company (VIPL) is purely based on the representations made and information and documents furnished by you good-self. In case of any deviation which may be found in declaration/information/documents provided and in their factual status, your services shall be liable termination with immediate effect and you shall not be entitled to any notice period or salary in lieu thereof or for any other benefits or compensation which would have been available to you otherwise.

We are eagerly waiting to have you onboard with us and know you are going to be a valuable asset to our company. Please find below the details of

Joining Day and Date	April 01, Thursday, 2021
Time	9:30 AM
Contact Person	Shivani Ghatge (HR)
Contact No.	9975495662

Venue Details:

Vadini InfoCenter.io Pvt. Ltd.
4th Floor, Suma Center,
Opp. Himali Society,
Erandwane, Pune- 411004

Landmark: Deenanath Mangeshkar Hospital, Near Mhatre bridge.

Request you to please email the scanned copies of the below mentioned documents:

1. A Photocopy of all educational documents with Originals (10th, 12th, Graduation and Post Graduation)
2. A Photocopy of Previous 2 Company's offer, relieving letters and experience letter with original (*if applicable*)
3. Photocopy / Original Passport
4. Photocopy / Original of Pan Card
5. Photocopy / Original of Aadhar Card
6. 6 Passport size recent photographs
7. Salary slips- last 3 months (*if applicable*)
8. Copy of valid Visa (*If Any*)

We look forward to seeing you stepping into the world of opportunities at VIPL.

Regards,

Shivani Ghatge | Human Resources Generalist

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