



Ref.: 1038

Date: 21-07-2023

OFFER LETTER

Dear Mr. Aditya Vashisht

Congratulations!

Further to your application with us and your subsequent interview & discussions, we are pleased to offer you an **SEO Manager** with Autus Consultancy Services. Details of your appointment are as under

1. You will be designated as an **SEO Manager**
2. You will be hired to work from the office.
3. Your date of commencement of employment will be on or before 07-08-2023.
4. Your Net take home would be INR 547416/-Lac Per annum.
 - a) Please note that this package is inclusive of PF benefits. Gratuity (as and when introduced/ enrolled) .
5. You will be on a probation period of six (6) months from the date of joining.
6. At the time of joining, please submit attested copies of the following and produce originals wherever required:
 - a. ID Proof (Passport /Aadhar Card / Drivers License)
 - b. Current and or Permanent Address Proof
 - c. All past/previous employment proof (relieving letter/salary slips/work experience)
 - d. Education certificates & Marksheets
 - e. Proof of last compensation (Last 3 months salary statements)
 - f. 4 passport-sized photographs

In case it is found that any of the documents submitted are tampered with or information in the application form filled by you is found false, suppressed, or misleading, this offer will automatically stand canceled.

The offer extended is valid for a period of seven (7) working days from the date of issue and shall lapse automatically unless you confirm your acceptance for the same.

Please sign a copy of this offer as a token of acceptance and submit it back to the Human Resources department. It gives us immense pleasure to welcome you onboard!!!

For Autus Consultancy Services

Shivani Bhatia, HR Manager

Autus Consultancy Services

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