

Date: 20-03-2019

Offer letter

Dear **Affan Mustakim Wadkar**,

Congratulations from ELEATION...!!!

Based on your performance in Online Test and Technical Interview, we are pleased to offer you the position of **CAE trainee** in ELEATION.

Your appointment and joining date is subjected to following points:

1. You have to complete ELEATION's ANSYS Level – 1 and ELEATION's HyperWorks Level – 1 Training Course from ELEATION's Online Courses.
2. You have to submit the complete homework and assignment shared with you during the training.
3. You have to clear the online test, tool test and Technical Interview which we will conduct after the training.

Your joining date is subjected to your performance in the test and interview which will be conducted after the training. Under any circumstances if you fail to meet the required standards and/or fail to qualify the test and/or the interview, your joining will be terminated. Company is not liable in any case.

For completing the joining formalities you are required to submit some relevant documents, you can refer to **Annexure A** for the list of those documents.

We are pleased to inform you that your CTC will be INR 2.4 lakhs, and will be applicable from the date of joining.

Thank you,

Sincerely,

ELEATION.

PRINCIPAL's NAME & SIGNATURE

PLACEMENT OFFICER's NAME & SIGNATURE

HOD's NAME & SIGNATURE

ANNEXURE A
DOCUMENTS CHECKLIST

Scanned copies of the following documents are required to be submitted on hr@eleation.com along with duly signed offer letter by the mentioned authorities. If the employee fails to submit one or more of the required documents his/her joining formalities would be kept on hold.

A. Education Documents:

1. 10th and 12th or diploma mark sheets
2. Degree certificate and mark sheets
3. PG certificate and mark sheets
4. Any other certification (if applicable)

B. Personal documents:

1. Marriage certificate (if applicable)
2. PAN Card
3. Aadhar Card
4. Electricity bill or rent agreement (local and permanent address both)

ACCEPTANCE OF OFFER

I have read the offer letter and the annexed policies. I hereby accept the offer on the aforesaid terms. I solemnly affirm that I am not under any medication on account of any medical condition which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join my duties with effect from the date mentioned in this document. In case of delays in joining, I shall inform the concerned authority well in advance in writing.

Name: _____

Date: _____

Place: _____

Signature: _____