



Date: <24-09-2018>

**SUB: LETTER OF INTENT FOR TRAINING**

**Dear Rahul,**

It is our pleasure to issue this “letter of intent”, to extend to you, an offer to join **Rivigo**.

You have been selected to undergo a short-term training at Rivigo. Only upon demonstration of satisfactory performance and conduct during the training (including clearance of assessments that will be administered) and your willingness to take up employment as per the terms and conditions (including location of work) decided by the organization, you may be given an offer to join Rivigo.

Below are the terms of your training:

- Date of Joining: **1<sup>st</sup> October 2018**
- Role: **Operations Associate**
- Training Location: **Mumbai**
- Department: **Zoom**
- Allowance for food, lodging, and travel: **INR 5,000 (Five Thousand Only)**
- Training Period: **2 weeks**
- During the Training, you may have to relocate to a new location (on company expenses as per the policy)

You will be required to produce the following documents in original:

- Educational certificates (10th, 12th, Graduation, Professional Degrees, etc.)
- Date of Birth Certificate
- Valid Photo ID (Pan Card)
- Valid Address Proof (Aadhaar card)
- Valid Address Proof (Passport/ Voter card)

Along with the originals, please bring

- Photocopies of the same for our records
- 4 passport size photographs

Kindly acknowledge this letter and return the signed copy of the letter on or before **2 days of issuance of this letter**, failing which, this “letter of intent” to offer shall stand automatically withdrawn, without any further obligation from our side.  
Congratulations once again!

Most sincerely,

For **Rivigo Services Pvt. Ltd.**

**Background Verification:** I hereby give my consent for background verification. I understand that issuance of this Offer Letter is subject to satisfactory references, background verification. In case any declaration given or information furnished by me proves to be false or if I am found to have willfully suppressed or concealed any material fact, this offer shall be deemed to be null and void.

AGREED, UNDERSTOOD AND ACCEPTED:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**RIVIGO SERVICES PRIVATE LIMITED**

(Formerly known as Trucksfirst Services Private Limited)

**Registered Office:** Plot No. 90, Sector-44, Near HUDA City Center  
Gurugram, Haryana - 122003

**Tel:** +91 124 435 4300, **Email:** info@rivigo.com, **Web:** www.rivigo.com

**CIN:** U74999HR2014PTC053030

MAKING LOGISTICS HUMAN