

31st July 2022

Name : Sanjivani shinde

Mobile : 9373601164

Mail ID : sanjivanishinde8086@gmail.com

Dear Ms. Sanjivani shinde,

Congratulations! We are pleased to offer you to work with us at Bala Decision support systems Pvt ltd (BDSS) We are delighted to make you the following job offer.

The position we are offering you is that of a Bio-Statistician (Level 2) with an annual CTC of Rs. 240,000/- per annum. This position reports directly to **Mrs. Prasanna**.

We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavor to succeed emanates from three key words - "Innovate, engage and lead". We sincerely hope that you will grow with us. Enclosed please find your employment letter and other relevant details about your general responsibilities

Duties

You must provide your services exclusively for the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behavior, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes,