

April 20, 2016

Mounica Kanakaratnam Avula
KL University

MOUNICA KANAKA
RATNAM AVULA
A251054
MBA - GENERAL

LETTER OF INTENT FOR THE EXECUTIVE TRAINEE PROGRAM

Dear Mounica Kanakaratnam Avula,

Congratulations!

With reference to your application and the subsequent selection process, we are pleased to include you as part of our "**Executive Trainee**" program. The Executive Trainee program is specially designed for young talent. You will experience challenging functional stints that will enhance your learning.

On joining, you shall be designated as 'Trainee' in the Retail function of our organization.

The terms and conditions of the offer are given below.

1. You will initially report for an Orientation & Circle Induction in Hyderabad, AP&T.
2. You are expected to join the Executive Trainee Program on **May 2nd, 2016** failing which we will presume that you have no interest in working with us. Accordingly, this offer will be treated as cancelled and withdrawn. The Business hours begin from **09:00 am** onwards.
3. You will be in training for an initial period of **six months**. Based on assessment of your performance during the training period, you may be considered for absorption into the regular cadre of the Company at the sole discretion of the management. Your absorption shall be only by way of written communication issued by appropriate officials in this regard.
4. This letter of intent is conditional and subject to your clearance of the **Pre-employment Medical Examination** by a Medical Officer designated by the company and submission of background verification related documents.
5. Please return the duplicate copy of this letter duly signed indicating your acceptance.
6. Please submit the following at the time of your joining:
 - Documentary evidence of date of birth
 - Attested copies of all educational qualifications (**SSC, HSC, Degree/Diploma**)
 - Four passport size photographs(against a Red background only)
 - Blood group proof
 - PAN Card copy
 - Pre-employment Application Form (if not submitted already) .

Please note that all the above documents and information provided by you form the basis of your representation and our offer and the same shall be subject to verification as may be required by the Company from time to time.

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