

31/10/2022

Offer Letter

RUTUJA KHAPARDE

Near DAV Public school, Shree Krishna Ent.
Plot-186/191, Sector -9, New Panvel, Panvel,
Raigarh, Maharashtra 410206

Dear **Rutuja**, we are pleased to offer you the full-time position of **Junior Medical Writer** at **Suerte Publishers Pvt. Ltd.** with a start date of 01/11/2022.

We believe your skills will serve fruitful for company's growth. In this role, you will be required to create medical content, pitch presentations, proof check final inputs, and other content related work.

You will be reporting directly to Mrs Manisha Jain & Ms. Disha Vitlani.

The monthly salary for this position is INR **17,000/-** to be paid monthly by direct deposit.

In case of resignation, its mandatory to inform at least 2 months prior of your resignation date.

Days of working: Mon to Saturday (2nd and 4th Saturday will be off)

Timings: 10am to 7pm

Leaves: As per company's annual list

Any leave in case of any personal reason is to be informed 2 days prior to the date of leave.

Please confirm your acceptance of this offer by signing and returning this letter by 04/11/2022.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,



Signature: _____

Printed Name: Rutuja Tilakraj Khaparde

Date: 03/11/2022

