



Ritam Digital Media Foundation

A Pan India, Multi-Lingual Digital Platform for News, Views & Analyses

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Offer Letter

Ref. No: 2024/08/cont.

Date: 20 August 2024

Sub: Letter of Intent

Dear Ms. Sakshi Pandurang Dhavgude

- 1) This has reference to your application and further to the interview, we are pleased to offer you the position of Sub Editor in our Company and initially you will be located at Pune.
- 2) You are required to join the services of the Company on 20 August 2024 failing which it will be assumed that you are not interested in the offer and the same will be deemed to have been rescinded with no obligations on the Company.
- 3) You will be placed on probation of THREE MONTHS after joining the organisation. Your employment with Ritam Digital will be regular after the successful completion of probation period. The type of your employment/service will be consultative in nature.
- 4) You will be on the Company's pay scale and your Cost to Company (CTC) shall be RS. 20,000/- (Twenty Thousand Only) PER MONTH and the variable amount (if applicable) shall be paid on achievement of targets as set by the Company. The detailed compensation structure will be communicated in the Service Agreement at the time of your joining. Other terms and conditions of your employment will be as per Company's policies as applicable from time to time.
- 5) Please sign and return the copy of this letter as a token of your acceptance of the offer, failing which the same will be deemed to have lapsed.

Yours sincerely,
For and on behalf of

For Ritam Digital Media Foundation

Greeshma Pillai
HR MANAGER

I accept the offer for the position of.....and would like to join you on Company's Pay Scale.

Name
Date:

