

**OFFER LETTER**

Date: August 12, 2024

**Mr. Santosh Ananda Gurav**  
Pune

Dear **Mr. Santosh Ananda Gurav**

Following our recent discussions, we are delighted to offer you the position of **Market Intelligence Analyst** with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title: Market Intelligence Analyst**

**Joining date: August 26, 2024**

During your probation at the company, you are not eligible for any paid leave unless agreed in advance. Upon completion of this period, you will be entitled to avail paid leaves by the Company Rules.

The company will be entitled to terminate your services without assigning any reason by issuing one month's notice in writing or salary instead of such notice. In the event of your desire to leave the services of the company, you will give the company one month's notice in writing or salary in lieu thereof. However, the company may, at its sole discretion, relieve you of your duties and time during the notice period and in that event, you will be paid a salary up to the last working day only.

If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases you will be liable to removal from services without any notice.

As per the company HR Policies, Work from home and Hybrid Mode of working shall not be granted.

**QUADRANT KNOWLEDGE SOLUTIONS PRIVATE LIMITED**

**CIN: U74120PN2015PTC206353**

Cluster D Wing 4, 3rd Floor, Phase-1, Sr.No.77, EON Free Zone, MIDC, Pune, Maharashtra-411014

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The salary mentioned in the offer letter is the total cost to the company and includes all payments made and benefits provided by the Employer directly or indirectly to or on your behalf, whether as salary or otherwise.

You agree that Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

This offer is valid on or before **August 14, 2024**.

Yours' Sincerely

**For and on behalf of**  
**Quadrant Knowledge Solutions Private Limited**

*Vipin Garg*

Vipin Garg  
**HR Consultant**

**ACKNOWLEDGEMENT & ACCEPTANCE:**

I have completely read and understood all the above-mentioned terms and conditions of the above Offer Letter, word to word and line by line and hereby signify my acceptance of the same.

Signature  
**(Santosh Ananda Gurav)**

Place:

Date:

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