February 23,2026

Richa Sharma

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Mobile-+919772017999

E-mail: richa.sharma9007@gmail.com

SUBJECT: OFFER LETTER

Dear Richa Sharma,

With reference to your application for an employment in our organization and subsequent to final discussion held with you**.**

We are pleased to offer you employment in "**Indo Enviro Integrated Solutions Private Limited**" which is a 100% owned subsidiary of **EverEnviro Resource Management Pvt.** Ltd for the position of "**Senior Executive"** in "**IT"** department. You will be based at **Gurugram, Haryana.** Depending upon the business requirement you may be transferred to other location or any of the company's subsidiaries in depending on business requirements.

As mutually discussed and agreed upon your CTC for the above mentioned position will be **INR 7,00,000 per annum.** The detailed salary structure / emoluments will be provided to you with your appointment letter.

You are required to join the services of our company on or before **1st April 2026** at **09:30 hrs,** at below mentioned address: -

2nd Floor, Block A, Building 9A,
DLF Cyber City, DLF Phase III,
Gurugram – 122002

You are therefore requested to bring the self-attested copies of the following documents along with the original certificates/testimonials at the time of joining:

1. Proof of age (10th standard certificate/Birth certificate);
2. Copy of all educational certificates and mark sheets;
3. Copy of all professional certificates.
    a. Relieving certificate/ acceptance of resignation from the last employer
    b. Appointment Letter of previous company
    c. Experience certificates of all previous employments.
    d. Last pay slip and appointment letter received from the last employer and bank statement of salaried account.
4. Form 16 (TDS certificate).
5. Statement Tax deduction from last employer during Financial Year
6. Four latest passport size photographs (Coloured);
7. Proof of residence and permanent address (Electricity bill/Rent agreement/Postpaid telephone bill/Voter ID card/Aadhar card (Mandatory)/Passport etc.);

8. Copy of PAN Card;
9. Copy of identity proof (Driving license/Voter ID card/Passport/Pan card);
10. Signed cancelled cheque of personal savings account
11. Updated resume copy (Signed).

This employment has been offered on the basis of the information of your previous/current employment and the academic records furnished by you in your curriculum vitae. Your appointment is subject to the verification of all certificates regarding education and qualifications, age, experience and other testimonials, and satisfactory results of the medical checkup. If any discrepancy is found in the copies of documents/certificates given by you, we retain the right to review or withdraw our offer of employment.

Upon completion of the medical check-up and evaluation of the documents submitted by you, you will be issued an Appointment Letter detailing out the terms of your employment.

If you accept this offer letter, please sign and return the same to us, along with the copies of the documents specified above.

We welcome you at **Indo Enviro Integrated Solutions Private Limited (IEISPL)** and look forward to a long lasting association.

Yours sincerely

For Indo Enviro Integrated Solutions Private Limited
Ruchika Bhatia
Chief Human Resources Officer

I agree to accept employment on the terms and conditions mentioned in the above letter.

Name: Signature:
Place: Date: