

**APPOINTMENT LETTER**

Mr. Vigneshwaran Babu,
S/o K Babu,
No. 7, Ramakrishna Street,
Menambedu, Ambattur,
Chennai- 600053

New Delhi, 29th January 2018

Dear Mr. Vigneshwaran,

We are pleased to appoint you as **Management Trainee** in SOS Children's Villages of India.

You will be on training for a period of one year from the date of joining. The training period may be extended by a further period not exceeding three months at the absolute discretion of SOS Children's Villages of India. In exceptional circumstances, the training period may be extended for the second occasion by a further period of three months.

Your placement in a project / department during your training period and consequent final posting can be at any location in the organisation as per policy.

After completion of successful training period, you will be confirmed as Sr. Co-worker.

You will receive the compensation package as per the attached sheet.

Your appointment is subject to submission of the following documents at the time of joining:

- Original as well as one photocopy of the certificates duly self attested in proof of your academic and other qualification;
- Three passport size photographs

Your appointment is subject to medical fitness as examined by the Doctor appointed by the employer or as directed by the employer for this purpose.

While working with the SOS Children's Villages of India during the period of training and afterwards, you shall be bound by the rules and regulations in force from time to time and observe the discipline as required by the organisation.