

APTARA

April 28, 2026

To,

Mr. Nitin Rao U.

G/B, 1/2, College Lane, Thousand Lights,
Nungambakkam, Grems Road,
Chennai, Tamil Nadu – 600006.

Sub: Letter of Intent

Dear Nitin,

In reference to your application for suitable employment in our organization, and the subsequent round of tests/interviews you had with us, we are very pleased to offer you the position of 'Associate Manager – Instructional Design' in our organization

You will be working remotely; however, you are required to report to the office as per the business requirements. You should be flexible in working hours based on the project delivery and requirements. You need to ensure that Internet/Wi-Fi/Broadband Connectivity with a minimum speed of 100 Mbps and power backup at your workplace as you are working remotely. You should use a personal machine for onboarding, induction, etc. till the company delivers the machine.

You are required to submit the following documents (photocopy) at the time of joining us:

- Certificate and marksheets of all semesters for your highest completed educational qualification.
- Experience certificates from all the previous companies mentioned in your CV.
- Clearance/No Dues Certificate / Resignation Acceptance Letter from the previous employer, if applicable.
- Medical Examination (Fitness Certificate).
- Latest Form 16 (if you are an IT assessed).
- Four passport-size photographs (with white background ONLY).

Please keep all the original documents mentioned above handy for verification during the joining formalities. You are required to join us on **Monday, May 11, 2026, at 11:00 am.**

Your formal appointment letter shall be given to you after the completion of your joining formalities. Look forward to a long & meaningful association with you.

Thank you,

For Aptara New Media Pvt. Ltd.



Roli Agrawal
General Manager - Human Resources



(Accepted By): _____
Nitin Rao U.

Aptara New Media Private Limited (SEZ Unit)
Reg. Office: 0-100, 1st Floor, Sector 12, Noida, U.P. 201 301 | India
Works: SEZ Building - 4A, 1st Floor, The Manjri Stud Farms Pvt. Ltd, SP Infocity, S. No. 209,
Pune Saswad Road, Next to Satypuram Society, Phursungi, Pune, MH – 412 308 | India
CIN No. U74900UP2010PTC041146 | Phone: 020 – 6672 8000 | Email: HR.Pune@aptaracorp.com

www.aptaracorp.com