Shikha Kaushik

Founder, Heal & Revive

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1 December, 2025

To,
Ms. Utkarsha Sood

SUBJECT: APPOINTMENT LETTER FOR THE POSITION OF OUTREACH & COMMUNICATIONS MANAGER

Dear Utkarsha,

It gives me great pleasure to formally welcome you to Heal & Revive. After careful consideration of your profile, expertise, and passion for mental health advocacy, we are pleased to appoint you to the position of Outreach & Communications Manager, effective from 1 December, 2025.

Your academic background in neuroscience and psychology, combined with your dedication to creating meaningful dialogue around mental health, aligns strongly with the mission and values of Heal & Revive. We believe that your role will significantly strengthen our community engagement, external partnerships, and communication initiatives across regions.

As the Outreach & Communications Manager, your key responsibilities will include, but are not limited to:

1. Representing Heal & Revive in all outreach-related engagements, collaborations, and communication initiatives.
2. Building and maintaining relationships with communities, professionals, organisations, and stakeholders aligned with our mission.
3. Developing and implementing communication strategies that promote mental health awareness, accessibility, and stigma reduction.
4. Ensuring that all external messaging reflects the organisation's values of empathy, compassion, and professionalism.
5. Supporting campaigns, events, and programs that expand the reach and impact of Heal & Revive globally.

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Your professionalism, creativity, and lived experience bring an invaluable dimension to our work. We are confident that you will contribute meaningfully to the growth and vision of Heal & Revive, and we look forward to seeing your dedication translate into real change for the communities we serve.

Once again, welcome to Heal & Revive. We are honored to have you join us and look forward to building a future of healing, connection, and meaningful impact together.

Warm regards,
Shikha Kaushik

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