

Date: 20th Jan., 2020

Letter of Intent

Dear Prince Kumar,

We are pleased to inform you that you have been selected in our organisation as Business Development Associate. On acceptance of this offered designation we would be offering you the salary of ₹13000/- per month as CTC in hand for six months as a PROBATION PERIOD. After completion of your PROBATION PERIOD, your salary will be revised to 5 LPA in hand based on your performance in the PROBATION PERIOD. A fresh offer letter will be issued for revised offer.

OFFICE TIMING ARE AS UNDER:-

Office Timing : 10.00 am to 07.00 pm.
Working Days : Mon to Saturday (2nd & 4th Sat* Off)
Dress Code : Formals
P.S. Laptop is mandatory.

This letter is subject to you are required to bring the following documents photo copy on the date of joining:

1. Clearance Certificate.
2. Copies of all relevant certificates related to your Educational, Professional qualifications as well as personal details.
3. Copy of PAN Card and Aadhar Card.
4. Bank Account Details/Cancelled Cheque.
5. Two Passport Size Photographs