

Dear **DEMO DEMO**,

This letter is to offer you a position with the Company. It is with great pleasure that we offer you the position of **TESTING ENGINEER**. Your place of work will be Ranchi. Based on your capabilities and accomplishments, I believe that your talents will not only benefit for Sri Publication & Stationers Pvt. Ltd. but also that our mutual relationship will assist you in reaching your personal and professional goals.

Your detailed compensation plan will be given to you at the time of joining. Your compensation will be Rs **240000** (CTC). Your compensation will also include Insurance, Casual, Sick and Privilege leave and other benefits as per corporate policy.

I am anticipating that you will accept this offer by Date **2022-03-14** Upon joining you will be required to sign an Employment Agreement. You will also be required to submit the following documents on the date of your reporting:

- a. Copy of PAN Card
- b. Adhar card
- c. Two passport-sized photographs.
- d. Passbook of bank account .

You will be on probation for six months from the date of your joining. Your services will be confirmed in writing after the successful completion of your probation period.

The probation period may be extended if your performance does not meet expectations.

Please indicate your acceptance of this offer by signing one copy of this letter in the space provided below. The additional copy is for your files.

DEMO DEMO, I am eagerly looking forward to having you join our team. Should you have any questions, please do not hesitate to contact me.

Sincerely:

For Company Name: Sri Publication & Stationers Pvt. Ltd.

Name of concerned person: **Tulika Ranirani Burman**

Please find the pdf of offer letter which is attached with this mail