



Offer of employment at Keywords Studios India - Anuj Rithalia

From Parul Arora <paarora@keywordsstudios.com>

Date Mon 12/16/2024 11:10 PM

To Anuj Rithalia <arithalia@keywordsstudios.com>

Cc Manish Manral <MManral@keywordsstudios.com>; Taruna Arora <tarora@keywordsstudios.com>; HrSupport-IND <hrsupport-IND@keywordsstudios.com>

 1 attachment (954 KB)

Offer Letter_Anuj Rithalia.pdf;

Hi Anuj,

Congratulations!

As discussed, we are pleased to extend the Offer to you for the position of **Software Developer**.

Please find attached the offer letter with an expected date of joining on **January 06, 2025**.

Kindly send your acceptance to the attached offer by **12:00 PM, December 18, 2024**.

Please arrange scanned copy of all the originals of the following documents for submission to HR. We will schedule a joining documents briefing with you before your joining and you will be required to share the joining form along with the below listed documents as guided by the HR:

- a. Relieving Letter from your current organization,
- b. Experience Letter from current and All past organizations,
- c. Pay slips past three months
- d. 3 Passport Size photographs
- e. All your Educational Qualification Marksheets & Certificates – Xth, XIIth, Graduation degree, Post-Graduation degree
- f. Professional accreditations degrees and certificates - Diploma Marksheets & certificate, Any other Prof Qualification, Training etc. certifications
- g. Identity Proof (License copy/Passport Copy/Voter Card)
- h. Permanent & Local Residence proof
- i. PAN card (Mandatory)
- j. Aadhar card (Mandatory)

Kindly update us the status of above documents before joining as, non-submission of any of the above document will lead to cancellation of your appointment with the organization.

Key points to be noted before you join us:

- You will be eligible for the Medi-claim benefit(Self, Spouse and kids), Term Insurance, Personal Accidental Insurance, Meal benefit and Transport facility as per the Company's policy.
- Probation period of 6 months will be applicable as per the Company's Policy.

- You will be eligible for an Appraisal and Financial Increment as per the company's Policy of Appraisal and Increment.
- All other benefits like Holidays, Paid and Unpaid Leaves and many more will be applicable as per the Company's Policy.
- Transport Facility within hiring zones.

Your offer will be cancelled in case you do not adhere to the above mentioned essential requirements.

We look forward to have you on board!

Thanks and Regards,

Parul Arora

Assistant Manager- People and Culture

Keywords Studios



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