



DATE: 27, October, 2021

Dear Shri Nivas,

Budhana Tech, LLP is pleased to offer you a job as a **Software Engineer**. We trust that your knowledge, skills will be among our most valuable assets. Following are a few terms of your appointment.

- **Probation Period:** Four months.
- **Remuneration:** Rs.15000 by NEFT for probation period.
- **Leave Policy:** You are not entitled to take any leave during your probation period.
- **Office time:** We work from flexi timing Monday to Saturday. Also, we remain closed on every First, Third and Fifth Saturday.
- **HR Policy:** You'll have to follow all rules & regulations of the company during your tenure. In case of any mischief or dispute company is liable to take any action against you.
- **Compensation Revision:** Your salary will be revised after probation, subject to performance
- **Notice Period:** You'll have to provide the notice period of working 30 days, if you plan to leave the job.



To accept this job, offer:

1. Reply back to undersigned by email for your confirmation of the job offer, no later than **28, October, 2021.**
2. Sign and date this job offer letter where indicated below and reply back a scanned copy of the letter via email.
3. Please Provide the photocopy of the following along with the above Job letter as attachment in the same email.
 - o Last Semester mark sheet for which you appeared in exam,
 - o Any two photo ID proof,
 - o Two passport size photos,

We at Budhan Tech, LLP hopes that you'll accept this job offer and looks forward to welcoming you aboard.

Your Immediate Supervisor will be **Mr. Preet Singh**

Sincerely,

Maheshkumar Mishra,

Business Analyst, HR Admin

Accept job Offer:

By signing and dating this letter below, I, Shri Nivas, accept this job offer of project Trainee at Budhana Tech, LLP. I am expected to join our company on October 29, 2021 (Reporting Time: 10:00 AM) for further joining formalities.

Signature:

Date: