

13th Sept 2024
TS Vishnuvasan
Chennai

Subject: Offer of Employment

Dear Vishnuvasan,

With reference to your campus interviews with us, we are pleased to inform you that you have been shortlisted to join our organization on the following terms:

1. **Position:** You have been selected for the position of "Software Trainee," effective from 4th November 2024, Monday, subject to your acceptance and signing of the Letter of Employment.
2. **Place of Employment:** Samco Ventures Pvt Ltd, Hallmark Towers, 6th Floor, Plot No. 35 (SP), Thiru Vi Ka Industrial Estate, Guindy, Chennai 600 032.
3. **Salary:**
 - **Stipend:** During the 6-month probationary period, you will receive a stipend of ₹15,000 per month.
 - **Post-Probation Salary:** Upon successful completion of the probation period and based on performance, you will be confirmed in your role and your salary will be revised to ₹4,00,000 per annum (4 LPA).
4. **Duties:** Your initial responsibilities will be as outlined in your employment application. However, duties may be adjusted from time to time, depending on company needs and your career development.
5. **Reporting Manager:** Aarthi Selvaraju (VP – Engineering)
6. **Documents to be submitted on the day of Joining :**
 - ✓ Photocopy of the Appointment letter accepted and signed by you
 - ✓ An updated CV
 - ✓ Academic & Professional Certificates (Xerox copies)
 - ✓ Three Recent Passport size Photographs
 - ✓ Relieving Certificate all the previous Employer
 - ✓ Last three month Pay Slip drawn
 - ✓ Form 16 (1) (pertaining to Tax Deducted at source) from the previous employer
 - ✓ Photocopy of Passport and Pan Card
 - ✓ Proof of Birth date (Copy of Birth Certificate / School Leaving Certificate)
 - ✓ Proof of address (Present and permanent)

Please note that by signing this offer of employment you confirm your ability to perform the job as per the job description discussed during your interview rounds which will be reflected in your Letter of Employment. We look forward to work with you and wishing you a bright career ahead.

Yours Sincerely,
For Samco Securities Ltd.

I Accept the Offer

(Signature)

Authorized Signatory