



17<sup>th</sup> October 2020

Manoranjana Sahoo  
s/o Mr. Madhabananda Sahoo  
At/Po- Saragadia via Charampa Dist  
Bhadrak-756101, Ps-Bhadrak  
Orissa

**Subject: Offer Letter**

Dear Manoranjan,

Further to your application and subsequent interviews you had with us, we are pleased to make an offer of employment for the position of **Software Engineer**.


The appointment letter containing detailed terms of employment will be issued to you at the time of joining.

You are requested to join us on or before 20<sup>th</sup> October 2020 in Bangalore, failing which this offer will be withdrawn automatically.

Please send us softcopy of the following documents for the verification, photocopies of these documents can be submitted once you join us at the office.

- 1) All Original Marks cards and Certificates
- 2) Original ID/Address Proof, (Any of these – Aadhar Card, Passport, Driver's License, Pan Card, Electoral Card, Ration Card)
- 3) Passport size photograph
- 4) Appointment letters, Relieving Letter, Experience Certificate of Previous Employment, and any other letters you may have received from your earlier employers

Regards,

  
Richa Kumar  
Manager-HR