



Issue Date: 17 Oct 2025

Ref: EMP/6262a

Dear Tanvi Singh,

With reference to your application and subsequent interviews, we are pleased to appoint you as **DEVELOPER** in the department of our organization.

Your appointment will be effective from **15 May 2025**. You are required to report for duty at 9:00 AM on your joining date at our office premises.

Your Employee ID is: **EMP/6262a**

Terms & Conditions of Employment:

1. You will be on probation for a period of 3 months from the date of joining
2. Your compensation and benefits will be as discussed during your interview process
3. You will be governed by the company's rules and regulations as amended from time to time
4. Your performance will be reviewed periodically as per company policy

Please bring the following documents on your joining date:

- Original educational certificates and mark sheets
- Identity proof (Aadhar Card, PAN Card, Passport)
- Address proof
- Passport size photographs (4 copies)
- Experience certificates from previous employers (if any)

We believe that your skills and experience will be a valuable asset to our organization. We look forward to a long and mutually rewarding association.

Yours faithfully,

Kavita

Human Resources Manager