



Sub: Offer Letter

Dear Jagadeesh Jagani,

Congratulations! Subsequent to our Discussion, we are pleased to offer you the position of **“Jr. Software Engineer”**.

In this Contest we shall offer you a total CTC package of **Rs: 60,000/-** (Rupees sixty thousand only) per annum and will subject to statutory and others deductions as per Company Policies and Practices.

You are required to join us at **Vowels Group of Firms** on or before **13th September, 2011** failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

At the time of joining you are required to submit copies of your educational certificates verified against your originals. Appointment Order will be issued subject to Reference Verification / Background checks.

Should you require any further clarifications please feel to free to contact the undersigned.

Thanks & Regards

Sri Divya. M

HR-Executive

www.vowelsgroup.com

Date:

Authorized signature

Vowels Group confidential

Relieving Letter

Mr. Jagadeesh Jagani,
Vowels Group of Firms,
Murali Nagar East,
Visakhapatnam.

Dear Jagadeesh.J,

This has reference to your letter of resignation dated 1st February, 2013, wherein you have requested to be relieved from services of the company at the earliest.

We wish to inform you that your resignation is here by accepted and you are being relieved from the services of the company with effect from close of office hours on February 15th, 2013.

We also certify that full and final settlement of account has been cleared with the organization.

Your contributions to the organization and its success will always be appreciated. We at Vowels Group wish you all the best in your future endeavors.

Thanks&Regards
Sri Divya. M
HR-Executive
www.vowelsgroup.com

Date:

Authorized signature

Vowels Group confidential