

To,
MS. Pooja Pawar

Offer Letter

Dear **Pooja**,

Greetings and you are welcome to the Mplussoft's family!

This has reference to your application for employment and subsequent interviews with us, the management hereby offer you for the position of **Quality Analyst**. In this position you will be reporting to the Directors and or any other person to the organization deputed on business. This offer takes effect from your date of joining which is expected to be on **20th Nov, 2019**.

On joining the company, you shall be on probation for three months. You will abide by the rules and regulations of the Company as may be in force from time to time. Company gives you salary **INR 60,000 CTC per annum**. Company may increase your salary any time depending on your performance. These benefits and other terms and conditions of your employment will be as per Company policies as applicable.

You are required to sign and submit a copy of this letter of offer as a token with the acceptance of our terms and conditions, along with the following documents within 4 days from the date of this letter, failing which this letter of offer will be treated as withdrawn.

Complete Educational Credentials from 10th Standard
Passport size Photographs – 2 Nos
Copy of Passport – (if available)
Copy of Photo ID (Aadhar Card/Driving Licence/Pan card/Voter ID)
*Pan card is mandatory

This letter of offer is based on the interview which you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

All matters pertaining to your offer and compensation are strictly confidential and it should be treated as such.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Regards,
For Mplussoft Technologies.

Jayesh Patil
HR Manager
Mob: 9370648614