**OFFER LETTER**

Dear {{NAME}},

This is with reference to the discussion that we had with you. We are glad to extend an Offer to join Cnergyis ZingHR Family as per the below terms and conditions.

Designation : {{ROLE}}

Offer amount: {{AMOUNT}}

Location : {{LOCATION}}.

A detailed appointment letter will be issued to you on your joining and completion of joining formalities.

We would require your original documents with the Xerox copies at the time of your Joining. Meanwhile, we would want you download our ZingHR On-Boarding Mobile App to become a part of our family instantly.

Documents to be uploaded in the ZingHR On-Boarding application:

* Photo Identity Proof (Pan Card, Aadhar Card mandatory)
* Education /Professional Qualification degrees (HSC /Graduation/PG /MBA).
* 3 Passport size photographs.
* Last 3 months payslips (If applicable)
* Experience or Relieving Letter(If applicable)
* Residential Proof (Ration Card, Electricity Bill, Passport copy)

Your Date of Joining is {{DATE}}, failing which the offer stands revoked.

Regards,

HR Team