



# SRM CONNECTS

(Transform the Business)

9710052886

9710052884

Dinesh Babu.G,  
Mobile No: 6382409612  
India.  
personaldinesh31@gmail.com

7<sup>th</sup> September 2022

**Subject: Employment Offer**

Dear Dinesh Babu,

This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of “**Software Engineer**” at Annual Cost to the Company of **INR 3,30,000.00** (Rupees Three Lakhs and Thirty Thousand Only) at Chennai.

You are required to join our organization on or before “**7<sup>th</sup> September 2022**” and your formal appointment letter will be issued to you within a week time of your joining the organization.

You will be on probation for a period of 3 months from the date of joining and later you will be confirmed and the same will be given in writing.

**Salary Structure (In INR)**

Salary Components	Monthly	Annual
Basic Salary	8500	102000
Monthly Bonus	7500	90000
HRA	5000	60000
Additional / Special Allowance	6500	78000
<b>Cost to Company</b>	<b>27500</b>	<b>330000</b>

The above offer of employment is valid and open for a period of 15 days from the date of issue, after which it will be deemed to be automatically withdrawn. Kindly sign a copy of this letter as a token of your acceptance and return the same for our records.

We look forward to a mutually rewarding relationship.  
For **SRM Connects**

**Siva Shankar.S**  
*Director*

## **ANNEXURE**

### **DOCUMENT REQUIRED AT THE TIME OF JOINING**

#### **1. EDUCATIONAL AND TECHNICAL CERTIFICATIONS**

1. Copy of Standard X certificate and mark sheets.
2. Copy of Standard XII certificate and mark sheets.
3. Copy of Degree certificate(s) Graduate and Post Graduate.
4. Copy of Mark Sheets of all years all Graduate / Post Graduate Programs.
5. Copy of any other Certifications / Course(s) attended.

#### **2. EMPLOYMENT HISTORY**

1. Copies of Appointment Letters (ALL previous employers).
2. Copies of Release and Experience Letters (ALL previous employers).
3. Copies of first and latest Salary Certificate / Slip (from last Employer).

#### **3. COPY OF PASSPORT**

#### **4. Four passport size color photographs with white back ground.**

5. Copy of permanent and present address proof.
6. Copy of Identity Proof.
7. Copy of PAN card and Aadhaar card.
8. Details / Documents of court cases, if any, pending against you.

All these documents must be self-attested.