



SRM CONNECTS

(Transform the Business)

9710052886

9710052884

Mrs. Ramya

Mobile No: 91-9176899604

India.

Ramyaharikrishnan15@gmail.com

5th October 2022

Subject: Employment Offer

Dear Ramya,

This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of “**Administrative Officer**” at Annual Cost to the Company of **INR 9,000.00** (Rupees Nine Thousand Only) at Chennai.

You are required to join our organization on or before “**03rd October 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	9,000	1,08,000
Cost to Company	9,000	1,08,000

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is valid and open for a period of 15 days from the date of issue, after which it will be deemed to be automatically withdrawn.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**

Sivashankar.S

Director

accepted.

H. R.

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.