

# Unified Ops

## Job Offer Letter

Date: 16 July 2025

**Offered Salary: INR 15000 per annum**

**Contract Expiry: 2026-07-23**

To,

mcn

Subject: Employment Opportunity at Unified Ops

Dear mcn,

We are delighted to offer you the position of web development intern at Unified Ops. You are expected to join on 2025-07-08 and report to your department remotely.

This offer is subject to company policies, verification of submitted documents, and completion of onboarding procedures.

We believe your skills and experience will be a valuable asset to our team.

This letter is system-generated and does not require a physical signature.

Sincerely,

HR Department

Unified Ops

## **Contract Terms & Conditions**

1. You are expected to maintain confidentiality of company and client information.
2. The employment is subject to satisfactory performance and conduct.
3. Termination requires 30 days written notice by either party.
4. Salary is subject to statutory deductions as per government regulations.
5. You must comply with all Unified Ops policies and guidelines.
6. Misconduct may result in disciplinary action or termination.
7. Remote work requires active daily reporting unless otherwise approved.
8. Unified Ops reserves the right to modify policies with prior notice.

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Unified Ops HR Department