

Date : November 26, 2021

## **LETTER OF INTENT TO HIRE**

Dear Neil Andrei Reyes,

**Congratulations!** We are pleased to inform you that you have been selected for an offer of employment with Atos Syntel with a job role of **Associate Consultant (GCM2)**. This subject letter of intent is in itself a binding covenant between you and the company upon your acceptance.

In view hereof, may we request you to submit the herein below documents on the date specified below. Your final Contract of Employment will be released to you within (48) hours from receipt of the LOI.

Employment Requirements		Yes	No	Reason / Commitment Date/Remarks
1	NBI Clearance (Original) 1 week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Birth Certificate (Original) 1 week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	2 Valid IDs (Photocopy) 1- week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Picture - 1 pc - 2x2 (any background) 1 week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Updated Resume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Educational Record (Photocopy) 1 week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	(Diploma/Transcript of Records)			
7	Proof of Employment (Photocopy) 1 week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	(COE, Last 3 months Payslip)			

- **Must pass the Pre-employment medical check-up and Drug Test (if applicable)**
- **Satisfactory result of the Background Verification (BGV)**  
*\* Prepare documents from previous employments & educational attainment*

**Proposed Compensation Details herein below;**

Monthly Basic Salary – Php 30,000.00  
Non Taxable Allowance - 3,983.33  
(Other compensation and benefits pls refer to Annex 1)

**For Acceptance of LOI, kindly affix your signature above your name and kindly send back the accomplished copy.**

Applicants Name NEIL ANDREI REYES  
Position Associate Consultant

**\*\* Deadline for submission and completion of bank account opening form and requirements will be during the new hire orientation.**