

# Joining Letter

Date: **No\_Date**

Dear Name: **Ms.Tanu Pal**

Please refer in the meeting we had with you. We are pleased to offer you joining in our company as **“RPA Trainees”**. You will be initially at Delhi on joining.

Your joining will be subject to the terms and conditions indicated in “Annexure - A” attached and the Rules and Regulations of the company prevailing from time-to-time Details regarding your salary and other allowances & perquisites are indicated an Annexure – B.

We hope to provide you a challenging and rewarding Career ensuring a high level of job satisfaction and sample opportunities for career development.

Please return the duplicate copy of this letter duly signed as an acceptance of our offer of appointment along with terms of appointment (Annexure – A), details of perquisites (Annexure – B), your salary details (Annexure – C), duly executed by you.

With best wishes,

**HR Manager**