**OFFER LETTER**

**Date:18-01-2025**

**To**

**Ms.Rani Kumari**

**Balanagar, Mahaboobnagar District**

**509202**

Dear Rani,

With reference to your interview with us dated 14th January, 20225, we are pleased to offer you the position as “**Hr & Admin Executive**” as per the terms and conditions we discussed with you. If you agree to these terms, we would like you to join our company on or before **20th January,2025** or else the above offer will be null and void". After accepting the offer, please send us a copy of your resignation to the previous company duly received by them.

Your gross emoluments will be **Rs.3,84,000 (CTC**). You will be issued a detailed appointment letter when you join us.

Please note that your appointment is subject to clear verification of your previous employment credentials, references, completion of academic program, physical fitness and submission of all the required documents. Your offer stands void and revoked with or without notice for any lawful reason.

Your employment would be subject to the Terms & Conditions, policies of the company and would be clearly captured in your appointment letter. Please note that it is essential to report on time in the **OZRIT** office on your joining day to complete the joining formalities and required documentation as specified.

On the day of your joining you are required to submit the following:

(a) Certificates supporting your educational qualifications along with mark sheets

(b) Schooling certificate (SSC/ICSE) in support of your age or Birth Certificate

(c) Your latest 3 months salary slips or salary certificate.