

Your Company
Regd. Office: Office No. 20–22, 1st Floor, Punam Arcade,
Baroi Road, Mundra (Kutch), Gujarat – 370421
Email: info@gitakshmi.com | Web: www.gitakshmitechnologies.com
CIN: U72900GJ2019PTC110363

Date: 17/12/2025

Ref: {{company_ref}}

Date: 17/12/2025

To,

Dharmik Jethwani

Email: dharmikjethwani777@gmail.com

Subject: Offer to Join Your Company

Dear Dharmik Jethwani,

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the position of SM in the HR department at Your Company on the following broad terms and conditions:

1. You are required to join your duties on or before 18/12/2025. Your place of work will be una. The employment headquarters (HO) will be as per company policy.
2. You will be paid salary (CTC) as per mutual discussion and as agreed upon during the interview process.
3. Upon joining, the company will issue a detailed Appointment Letter indicating all terms and conditions of employment along with the compensation structure.
4. This offer is valid up to the offered Date of Joining as mentioned above.
5. You are requested to submit the following documents for background verification at the time of joining:
 - a. Educational certificates (originals and copies)

- b. Aadhaar Card / Driving License / Voter ID
- c. PAN Card / Passport Copy
- d. Residence Proof
- e. Relieving Letter and Salary Certificates from previous employers

Note: Failure to submit the above documents may result in withdrawal of this offer.

Please sign and return a copy of this letter as a token of your acceptance within the stipulated time.

As a new entrant, we expect you to uphold the values and professional standards of Your Company.

We look forward to a mutually beneficial association.

Yours Truly,

For Your Company

Authorized Signatory
HR Department

Endorsement of Acceptance

I have read, understood, and agree to the terms and conditions set forth in this offer letter.

Candidate Name: Dharmik Jethwani
Signature: _____
Date: _____