

Ref: {{offer\_ref\_no}}

{{employee\_name}},  
D/O{{father\_names}}, PO:  
{{address}}.

## **Offer to Join Gitakshmi Technologies Private Limited**

Dear {{employee\_name}},

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the position of  **{{designation}}** with the following broad terms & conditions:

1. You are required to join your duties on or before  **{{joining\_date}}**. Your current place of work will be in  **{{location}}**, with your registered address as the location. The employment headquarters (HO) is located at Office No. 20-22, 1st Floor, Punam Arcade, Baroi Road, Mundra (Kutch), Gujarat.
2. You will be paid salary (CTC) as per mutual discussion and as agreed upon.
3. Upon your joining the company will issue a detailed Appointment letter indicating all terms and conditions of the employment and a detailed compensation structure of the above offer.
4. This offer is valid up to offered Date of Joining as per Clause no. 1.
5. You are requested to submit copies of the below mentioned documents for BGV before your joining:
  - a. All original educational certificates along with one Xerox thereof.
  - b. Aadhaar Card / Driving License / Voter ID.
  - c. PAN CARD / Passport Copy and 4 Passport Size Colour Photographs.
  - d. Residence Proof: Electric Bill / Telephone Bill / Ration Card.
  - e. Relieving letter & Salary Certificate from the all the previous as well as current employers.

**Note:** - The above documents/testimonials should be handed over at the time of joining, failing which you will not be allowed to join the organization.

Please sign the copy of this letter as a token of your acceptance and send the scanned copy to hrsupport@gitakshmi.com within 3 days of receipt of this letter and mentioned documents.

As a new entrant, we would like to whole – heartedly internalize and uphold the spirit of Gitakshmi:

**Stability, Integrity and Quality in Every Project...**

Yours Truly,  
**For Gitakshmi Technologies Private Limited**



**Authorized Signatory**

**Endorsement of Acceptance.**

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

Your name in capital letters

Your Signature

Date: \_\_\_\_\_