



**VIJAYAWADA
VARUN**

Mr.Kolluru Venkateswara Rao,
Undavalli,Andhra Pradesh - 522501.

20th Sep 2021,

Dear Venkateswara Rao ,

Subject: Letter of Intent

This is with reference to your application and subsequent interview with us. We are pleased to offer you the position of Laundry Associate in Housekeeping Department in Level 2 at NOVOTEL Vijayawada Varun with effect from 27th Sep 2021 as per the salary package attached (Annexure – I).

A detailed letter of appointment with terms and conditions will be issued to you in due course.

Please note that this offer of employment is subject to your being declared medically fit by a Company nominated Hospital/Doctor to discharge the duties and responsibilities inherent in this position.

The Company also undertakes reference checks/ Background verification and enquiry, as part of due diligence in the recruitment process, and should the Management find any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment /other related documents or thereafter as the case may be or if reference checks/background verification checks reveal any concern, the Management shall be free to revoke the offer without further reference to you.

As part of joining formalities, will be required to submit the following documents:

- Copy of PAN Card
- Copy of Aadhaar Card
- Permanent Address proof
- Copies of all Educational & Professional Certificates and testimonials referred in the Employment Application form
- Clearance Certificate from previous employer
- Passport size photographs – 16 Nos.

Please send us your acceptance of this offer latest by 21th Sep 2021 failing which the offer will be deemed to be revoked and null and void.

We look forward to a long and mutually rewarding association.

Thanks & Regards,

For NOVOTEL Vijayawada Varun
(Varun Hospitality Pvt Ltd)

Ramesh J
Associate Director - Talent & Culture

Abhishek Panigrahi
Hotel Manager

Accepted by
Kolluru Venkateswara Rao

Novotel Vijayawada Varun
Unit of Varun Hospitality PVT. LTD
D.No 54-14/8-50, Bharathi Nagar, Vijayawada - 520008
Andhra Pradesh, INDIA. Phone: 0866-6688999, Fax: 0866-6688994

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Hôtel certifié ISO 14001 et audité par un organisme indépendant.
We are serious about sustainability!
ISO 14001-certified hotel, audited by an independent agency.

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VIJAYAWADA
VARUN

Annexure -I

Name	Kolluru Venkateswara Rao	
Designation	Laundry Associate	
Job Level	2	
Hotel	Novotel Vijayawada Varun	
Date of Joining	27-Sep-21	
Salary & Allowances (A)	Rs./ Mth	Rs./ Year
Basic Salary	10,282.00	1,23,384.00
House Rent Allowance	2,718.00	32,616.00
City Compensatory Allowance	-	-
Total (A)	13,000.00	1,56,000.00
Retiral Benefits (B)		
Employer Contribution to Provident Fund	1,234.00	14,808.00
Employer Contribution to ESIC	423.00	5,076.00
Total (B)	1,657.00	19,884.00
Total Fixed Compensation (A+B)	14,657.00	1,75,884.00



Ramesh J
Associate Director - Talent & Culture



Abhishek Panigrahi
Hotel Manager

Accepted by
Kolluru Venkateswara Rao