



[28/09/2024]

[FF/EMP/110]

## Sub: Letter of Offer

Dear Vinay Thappa,

**Designation:** Web Developer

**Location:** Jammu

We are pleased to offer you the position of **Web Developer** in our company based at **Jammu location**. Your immediate Supervisor will be Manager. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: -

- **Salary:** Annual gross starting salary of **Rs. 1,44,000/- (Annual CTC)**, subject to tax and other statutory deductions.
- Business travel allowances and reimbursement as per company policy.

This offer letter is valid till 05<sup>th</sup> Oct 2024. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR. Your appointment letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **Jammu Office**.

Please submit the following documents to HR at the time of your joining: -

(1) Photocopies of your degree certificates, (2) Certificates, if any, (3) Experiences/Relieving Letters, (4) Two color passport size photos, (5) Latest salary slips from your previous organization and (6) Proof of address.

We look forward to welcome you abroad,

Sincerely,

FIBER FITTERS  
Lajj Singh  
Prop.

**Head-Human Resources**

**For Fiber Fitters (India)**