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**B.O. :** B-202, Beauty Tower , Vatika Seven Lamps, Vatika India next, sector 82, Gurgaon, 122004

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Jan 2, 2016  
Ref No. CP-2016-721

Name- MAYANK  
Father name – JAGBIR SINGH  
Address - H No. 353 Bashant Vihar near Chotu  
Ram Stadium (Rohtak), Haryana

## **TO WHOM IT MAY CONCERN**

We are pleased to offer you the position of **Network and Computer Systems Administrator** at “**CODE PULSE IT SERVICES**” . We feel confident that you will contribute your skills and experience to the growth of our organization.

As per the discussion , your starting date will be on “11/1/2016” at 20,000 Per Month Basis. Please find the employee handbook enclosed here with which contain the medical and retirement benefits offered by our organization.

Given below are some terms and conditions attached with the offer letter:

1. You will be on a probation period of 6 months, beginning from the date of joining. On the discretion of the management, This period can be reduced or extended subjective to your performance.
2. You will not be entitled to any incentives during probation period.
3. You will also not be entitled for any paid leaves during probation.
4. In case, any of the party wishes to call off the contract then it can be done by serving a notice period of 30 days

If you agree with the above mentioned terms and conditions then express your appointment confirmation by signing and sending the duplicate copy of this appointment letter to our office and retain the original copy for your records. After enclosed 2 photocopies of your identification proofs for company records. For any further queries, please feel to contact me.



**Er. Neeraj Gupta**  
**(Director)**  
**Authorized Signature**