**Letter of Intent**

**Date: 13-DEC-2019**

**MR. ANGALA KURTHI DEVARAJULU**

Dear Angala kurthi,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Data Entry Analyst** with **Sonovision Enterprises** Your initial deployment will be at **THIRUPATI.**

Your cost to company will be Rs. 22000/- per month which includes all Allowance, payable as per rules of applicable Govt., Detailed salary break-up is mentioned in the annexure, attached here with You need to join Sonovision Enterprises latest by **18-DEC-2019**, failing which this offer will stand automatically withdrawn.

After engagement in this company, you will not disclose any information relating to the company or its associates to any unauthorised person, firm or company whatsoever either during the currency of your Agreement and/or any time thereafter. Breach of stipulation will entitle the company to terminate your Agreement immediately without notice and you will be held responsible for any damage which the company may suffer as a result of such disclosures & will be recoverable the same for you.

If you fail to join within 7 days from your date of joining mentioned in your offer letter; your offer shall stand null & void and you shall be marked as "Not Joined".

As per the government’s new mandate, it is compulsory for all salaried employees to get their UAN number seeded with Aadhaar number on PF website and file e-nomination to complete the process. It is the individual’s (Candidate/Employee) responsibility to ensure that this activity is completed before joining or before first month salary payout.

This LOI does not constitute your employment and in accordance with standard practice of the company.

You are advised to submit the below mentioned documents online at WorkLife portal.

* The latest copy of your resume/CV.
* Address Proof (Ration Card/ Voter Id Card / Driving Licence/Passport etc)
* Proof of Qualification
* Copies of PAN Card & Aadhar Card Mandatory
* Passport size photographs
* Proof of experience
* Latest pay Slip and Relieving letter from previous organization
* Bank Account Details (Cancel Cheque / Passbook / bank statement etc)

Kindly acknowledge online receipt of this letter.

Thanking you,

**For Sonovision Enterprises**

(Authorized signatory) Received and Accepted

**ANNEXURE (SALARY BREAKUP)**

|  |  |
| --- | --- |
| **Applicant Name:** | **MR. ANGALA KURTHI DEVARAJULU** |
| **Applicant Designation:** | **Data Entry Analyst** |

|  |  |  |
| --- | --- | --- |
| **COMPENSATION** | **Rs. MONTHLY** | **RS. ANNUAL** |
| **BASIC SALARY** | **15595** | **187140** |
| **HOUSE RENT ALLOWANCE** | **4690** | **56280** |
| **STATUTORY BONUS** | **446** | **5352** |
| **CCA** | **1269** | **15228** |
| **TAKE HOME** | **22000** | **264000** |

**Date: 24 April 2023**

**TO WHOM SO EVER IT MAY CONCERN**

**Name: A Devarajulu**

**EMPID: 485876**

**Designation: Data Entry Analyst**

**It is our pleasure to write on behalf of Mr. A Devarajulu has worked as a full-time employee with Sonovision Enterprises, as a Data Entry Analyst from 18 Dec 2019 to 24 April 2023 as per the company's employment record.**

**During this period, he devoted his valuable time to contribute to the team of Sonovision Enterprises.**

**During this tenure, he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. Not only that he was a well-organized and hardworking employee, he was very co-operative and always conducted good communication style in our organization.**

**On behalf of the company, I take this opportunity to wish him all the very best in his**

**future career endeavors.**

**Yours Sincerely,**

**For Sonovision Enterprises.**

**(Authorized signatory)**

**Date: 24 April 2023**

**TO WHOM SO EVER IT MAY CONCERN**

**Name: A Devarajulu**

**EMPID: 485876**

**Designation: Data Entry Analyst**

**Dear Mr. A Devarajulu**

**This is with reference to resignation letter dated 24 March 2023, from the**

**services of the company. While accepting the same, we thank you very much for the**

**close association you had with us, you have been relieved from your service with effect**

**from the closing of office hours on 24 April 2023.**

**We will forward your dues, if any, in due course of time. You are requested to deposit**

**the company Id and any other company property entrusted to you during your**

**employment with us.**

**Wishing you all the best in your future endeavors.**

**Yours Sincerely,**

**For Sonovision Enterprises.**

**(Authorized signatory)**