

Date: 29<sup>th</sup> Nov, 2024

To,

**LETTER OF INTENT**

Dear Mons Saini

We are glad to have you be a part of Webkul Software Pvt Ltd as **Trainee Software Analyst**. Your work location will be at **Noida**.

If you accept this, kindly let us know your date of joining to release your offer letter. For acceptance, kindly revert over the (hr@webkul.com) mail.

As a part of our recruitment procedure, You are requested to bring the following documents (Original and Photocopies) on your date of joining.

- Academic Qualification Certificates/ Marksheets.
- NOC.
- 1 Passport size photographs
- Permanent Account Number (PAN) Copy
- Permanent Address Proof
- Local Address Proof
- Identity Proof like Passport copy/ Driving License/ Election Id/ Adhaar card.

**Note:** The originals of these documents along with one set of self-attested photocopy need to be provided at the time of joining.

The Compensation and other benefits will be mentioned in the offer letter.

An early response to the same is highly appreciated. Look forward to have an amiable association with you.

Yours Sincerely,



**Anuj Negi**  
HR Executive