

26 March 2015

Mr. Anjan Kumar .P
S/o.P. Mallikarjuna Rao
Ruvallavari Street, Eragonda Palem
Prakasam Dist,
Andhra Pradesh -523327

Offer of Appointment


Dear Mr. Anjan Kumar.P

Welcome to the **Aster Pvt. Limited**.

With reference to your application and subsequent personal Interactions, we are pleased to offer you a position of **Linux Administrator, Sanathnagar** Location. The broad guidelines of your employment are stipulated herein. A detailed appointment letter with terms and conditions will be issued to you upon your joining.

1. The compensation package terms & conditions of employment are as discussed and agreed upon.
2. You are required to join our establishment at **Hyderabad** on or before **01 April 2015**. We expect you to take steps in being relieved from your current job accordingly.
3. You will have to furnish the following documents at the time of joining:
 - a. Copy of Education certificates
 - b. Copy of Service Certificate & Relieving letter from last employer (in case of non submission of relieving letter, you need to sign an undertaking for non-submission of relieving letter).
 - c. Last employment salary slip
 - d. ID Proof (Copy of Driving License, PAN or Passport)
 - e. Eight photographs in color
 - f. Blood group details;
 - g. Copy of Aadhar card
4. As per company policy you are required to sign a Non-Disclosure-Agreement and Developmental Agreement (if applicable) with the company on your joining as part of your joining process.
5. Your duties will be governed by the rules and regulations of the company which will be elaborated in detail in the appointment letter
6. Please confirm your acceptance of this offer by return email.
7. If you fail to join your duties as above or if we do not receive confirmation of your accepting this offer on duplicate copy of this letter within three days from the receipt of the same, this offer letter stand automatically cancelled and withdrawn.
8. Should you have any clarifications to seek, please feel free to call me on 7680928080 or mail me at aster.ramanamurty@gmail.com

With Best Wishes,



Ramana Murty
Sr. Officer - HR&Admin