# Fusion Plus Solutions Private Limited

# Plot No 32, Opp SBI, Nizampet Village,

# Hyderabad – 500090, Telangana.

# Phone: 040 - 48546886

# Date: {issueddate}

To

{name},

{line1},

{line2},

{city}- {pincode}

Dear {name}

**Fusion Plus Solutions Private Ltd** Subsidiary of Siri Info Solutions Inc is pleased to extend to you an offer of employment. This decision to offer you a position with our company has been made in reliance upon your information technology experience as set forth in your resume, as well as the information provided by you to the Company during your interview process. You will be employed as {Designation} with **FusionPlus**. We are looking forward to working with you.

This offer letter and your signature are deemed to be an agreement and acceptance of the offer in its entirety. Your employment will start only after the execution of the employment agreement. After accepting the offers, you may terminate your employment with the Company only according to the employment agreement terms. This offer will expire, unless agreed and accepted by you, at 5.30 PM on or before {lastdate}

Salary: {salary} /-

Work Location: {worklocation}

Please Note the below for your necessary information in order to complete your joining formalities:

1. Copy of Academic Certificates (Photocopy and Original)
2. Pan card (Photocopy and Original)
3. Aadhaar Card (Photocopy and Original)
4. Employment-related documents:
5. Appointment /Offer letters of all the organizations worked. (Photocopy and Original)
6. Resignation acceptance. (Photocopy and Original)
7. Relieving/Experience letters of all organizations worked. (Photocopy and Original)
8. Bank statements and the last 3 months’ pay slips. (Photocopy)
9. UAN number / PF number of the current organization

Please read the agreement carefully and initial each page. Then sign a copy and deliver the same back to Mrs. Usha Sree, HR Manager.

Please call or e-mail me if you have any questions or concerns. Sincerely,

Name: {Issuername} Agreed & Accepted By

HR Manager Full Name