

OL/SI/REFNO461

Offer Letter

Date: 28th Jan 2016

Dear Mr.Govind Rao Botcha ,

It is my pleasure to extend the following offer of employment to you on behalf of M/s Star IT Enabled Services, Ground Floor, Facor Layout, Visakhapatnam-530001 , further to the interview and discussions you have had with us. You are expected to join duty on 8st February 2016 .

You are appointed as an Web Developer and in this capacity, you will report directly to Mr. T. D .Chakravarthi, Project Manager , Staritez. As , your starting monthly remuneration will be Rs 15,000/- (Rupees Fifteen Thousand Only). You will be on a probation period of 2 months.

Your working hours start from 9 am to 6 pm including lunch break.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability. You shall receive your payments in the first week of every month.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if i do not hear from you before 8st of February 2016.

You will need to bring all your original Adhar, qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining.

I look forward to an enduring relationship with yourself.

Yours sincerely,

Rekha

Human Resource Manager

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Visakhapatnam, Andhra Pradesh.

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