

**Offer Letter**

**Date: 2 April 2021**

**To,  
Ms. Manali Bhayani**

**Dear Manali,**

This is in reference to the discussion you had with us. In this connection, Knovos India Pvt. Ltd. is very pleased to offer you the position of **Jr. Database Developer** in our organization on the terms and conditions.

Your gross CTC salary will be **INR 2,40,000/-** annually.

We will issue you regular appointment letter post joining with details on the actual date of your joining. You are requested to share the acceptance of this offer on mail and confirm the exact date of your joining in our organization.

Please carry the **Xerox copy** of all the below documents at the time of joining your duties.

- 3 Copies of PAN Card
- 2 Copies of Aadhar Card
- Age Proof (Document containing Date of Birth like Leaving Certificate, Birth Certificate, Driving License, Passport, Voter Id)
- 8 Same Passport Size Photographs with White Background
- Education Proof
  - a. Post-Graduation Certificate (if applicable)
  - b. Post-Graduation Consolidated Mark sheet (if applicable) (all the mark sheets)
  - c. Graduation Certificate
  - d. Graduation Consolidated Mark sheet (all the mark sheets)
  - e. XII Mark sheet
  - f. X Mark sheet
- Previous Employment Proof
  - a. Relieving Letter/Experience Certificate
  - b. Appointment Letter

We are happy to welcome you to be a member of Knovos's family.

With Best Wishes,

Very Truly Yours,

**I Accept:** \_\_\_\_\_

**Joining Date:** \_\_\_\_\_