



## IMC BUSINESS SOLUTIONS

Palakkunnummal Building  
Near Govt Ayurvedic Hospital  
Emily, Kalpetta, Wayanad Kerala -673122  
info@imcbsglobal.com , 7593820007

M/s ARSHIDA A M  
Athimannil (H)  
Kottanadu , Meppadi

24/01/2025

### **JOB OFFER LETTER**

Dear Arshida ,

We are pleased to offer you the position of Software Support Executive at IMC Business Solutions. We were thoroughly impressed by your qualifications, experience, and interview performance, and we believe you will make a valuable addition to our team.

#### Job Details:

- Job Title: Software Support Executive
- Department: Software Support
- Reporting to: Administrator
- Start Date: 27/01/2025
- Timing: 9.30 Am to 5.30 Pm
- Salary: INR.6000/- Month (Salary will Hike will consider purely based on the performance and Expertise)

#### Terms & Condition

1. You will be bound to work according to the rules and manners (Behaviour, Dress code, Punctuality) of this office.
2. If you have to resign from this office under any circumstances, works in at least 2 months notice period
3. You should work at least one year in this office and you should sign a bond paper.
4. All decisions related to work will be vested in the management
- 5.

We are excited to have you join our team and look forward to your contributions.

We would like you to start work on 27/01/2025 at 9.30 Am. Please report to M/s Nithila , Office Administrator, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 27/01/2025 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Sincerely

Naufal K

Managing Partner