



Offer Letter

Ref: CODEFLIES/IND/HR/313

Date: 4th April, 2024

Dear **Mr. Prakash Dwivedi**

With reference to your application for the subject position and the subsequent interview you had with us, we are pleased to offer you the position of **Web Designer** with Codeflies Technologies Pvt. Ltd. It is my pleasure to extend the following offer of employment to you on behalf of the Company.

You should join our Noida office on **13th March, 2024** failing which this offer will automatically become invalid. A detailed appointment letter will be issued to you after joining.

The overall CTC offered to you is **Rs. 39,000/- (Per Month) Thirty Nine Thousand per month.**

Please let us know your acceptance of employment by confirming via email within a day of receiving this letter. If we do not hear back from you within this period, this offer will be deemed to be cancelled and we are not obliged to hold the position open for you.

The following documents are required to be produced at the time of joining. Please provide originals and photocopies; originals will be returned after scanning and verification.

1. Relieving Letters from current and previous employers.
2. Three months' salary slips or salary certificates from most current employer.
3. Bank statement showing last three months' salary transfer.
4. Proof of Academic and Professional Qualifications:-
 - A. 10th Mark sheet and certificate
 - B. 12th Mark sheet and certificate
 - C. Graduation Mark sheet and certificate

5. Photographs (2)

We take great pleasure in welcoming you to our organisation and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

We welcome you to the family and look forward to a long and memorable association.

With Wishes,

Anurag Tyagi

Director

Codeflies Technologies Pvt. Ltd

(This letter is sent through mail hence, there is no signature required)