

Date: 14/10/2022

Ms. Kanika

Address: - Gali No-176, Parvatiya Colony,  
Sector-22, Faridabad, Haryana-121005.

Dear Kanika,

**Congratulations!**

Based upon your credentials and the information shared during your interviews, we feel that you will be able to Make an outstanding contribution to our Organization. We are delighted to offer you the position of **“Trainee-Developer”** – In **“Operation”** department with our Organization.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing:

- 1) **Date of Joining:** You are required to join before or on 20/10/2022 and send an acceptance in writing within 2 days of receipt of offer letter failing to which, the offer will stand withdrawn unless the date is extended by us and communicated to you in writing.
- 2) **Remuneration:** As mutually agreed between us.
- 3) **Location:** Noida.
- 4) **Letter of Appointment:** The detailed letter of appointment will be issued to you on your joining with our organization and on the submission of all the documents as mentioned below:
  - a. Certificates supporting your Educational Qualification along with mark sheets (10th, 12th, Graduation, Post-Graduation, Diploma & Course Certifications)
  - b. Date of birth certificate or (10th standard Certificate)
  - c. Proof of Address - Passport Voter ID/ Driving License/Ration Card/Landline Bill of Govt. Sector (Copy of Any 2)
  - d. PAN Card copy. (This is mandatory document)
  - e. Accepted Copy of Resignation Letter, Relieving Letter & Experience certificate from present organization. (These are mandatory documents)
  - f. Latest Salary Slip & Bank Statement in which salary credited for Last Three months.

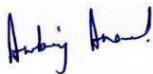
- g. Copy of Last Employment/ Appointment Letter
  - h. Four (4) Passport Size Color Photograph (Self)
  - i. Passport copy
  - j. Copy of Form 16 last received and in case joining mid-year, all salary slips till date from last Employer) for computation of tax liability
- 5) All the information provided according to the requirement of point 4 of the offer letter shall be presumed to be true subject to the verification of the documents.
- 6) Also, company reserves its right to get the validation check of submitted documents or information including 3rd party verification and in case of adverse opinion of any nature company may cancel/withdraw this offer letter without any prior notification. If any or all found wrong this offer letter shall be treated as withdrawn of the such wrong information received and company shall reserve all legal rights to take necessary action.
- 7) This Offer letter is valid only when you will submit all the documents mentioned in Para 4, subject to authenticity, prior to your joining, else in absence of documents submission, this offer letter shall lapse & be void and no claim of any nature can be made on the company for regarding employment.
- 8) This offer letter is also subject to the background verification including integrity, legal, financial, civil or any criminal background check.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

**We welcome you to Beelabs Family.**

**Yours Truly,**

**For Beelabs Techknow Care Pvt. Ltd.**



**Human Resource**