



Letter of offer for Employment

Dated: 23 January 2019.

Dear **Raj Kumar**

We are pleased to offer you the position of “**Graphic Designer**” and invite you to join **Scuti Tech Labs Pvt Ltd**.

Your remuneration will be fixed salary for Rs. 12,000/- (Rupees Eleven Thousand) per month as discussed. At time of joining the company, you shall be on Probation for three months. You will abide by the rules and regulations of the company as may be in force from time to time.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

If you wish to leave the organisation during any time you are to serve the notice period of 01 month in advance.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **24th January 2019** as per our discussion with you, otherwise this offer will stand withdrawn automatically.

Please sign and return the duplicate copy of this offer in token of your acceptance.

The company looks for a long-term association with all its employees and expects the same from you.

Congratulations and welcome to the **Scuti Tech Labs Pvt Ltd** Family.

For **Scuti Tech Labs Pvt Ltd**.

HR Team.



Annexure I

On the date of your joining, you are requested to bring the following documents along with the originals for verification:

You will be reporting to HR Department on your date of joining.

List of documents that need to be submitted.

1. Age proof certificate/Birth certificate
2. Academic certificates (Including additional certifications/courses)
3. Experience proof – Relieving letter from previous employers (If any)
4. Last 3 Months pay slips (If any)
5. Service certificate (If any)
6. Form 16 (If any)
7. 5 Passport size photographs
8. Copy of updated resume

Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.

1. Your past experience details with the exact years and role played to be mentioned.
2. Blood Group
3. Your PF account number with current employer
4. Your PAN number

Your Offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, **Scuti Tech Labs Pvt Ltd** reserves the right to revoke the offer.

Date:

Signature _____