

Kshitiz

March 1, 2019

House no:100, Dr. Ranjan Yadav Path,  
New Bailey Road, Danapur,  
Patna - 801503

**Offer Letter**

Dear Kshitiz,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Front End Developer** with Quarks Technosoft Pvt. Ltd. We are all excited about the potential and value that you will bring to our organization.

Your date of joining is **March 13, 2019**. You will be on probation for a period of 3 months, which may be extended at the sole discretion of the management based on your performance. A detailed appointment letter, outlining the break-up of your salary and terms and conditions shall be issued when you join the organization.

Your annual fixed CTC will be **INR 4,80,000** per annum. This includes basic allowances and other benefits as governed by company policies. The compensation is subject to Income Tax regulations in force from time to time.

This letter is subject to the correctness and validity of the information provided by you in your resume and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then this offer of appointment may stand withdrawn. **By signing this offer letter, you also accept the company clause that if you fail to join the organization on the scheduled date until and unless informed and duly approved by management; you shall be liable to pay a penalty amount of INR 1 Lakh.**

You are requested to send us a copy of the resignation tendered by you to your current organization, duly received by your current organization within three days from the date of receipt of this Offer Letter from us.

Please provide the following mandatory documents at the time of joining:

- 2 passport size photographs
- Photo ID and Address proof
- Copy of PAN card (self attested)
- Copy of Aadhar Card
- Educational Testimonials (Mark sheets, Degree / Diploma)
- Experience certificates
- Relieving letter & Last 3 months salary slips from the last organization



**QUARKS**

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We request your official confirmation of acceptance of this Offer Letter from Quarks Technosoft Pvt. Ltd., by returning to us the signed copy of this Offer Letter by **March 4, 2019** failing to which this offer stands withdrawn.

We look forward to your joining our organization.

**For Quarks Technosoft Pvt. Ltd.**

**Vipin Vindal**

**Director**

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I accept the offer and shall report for duty on or before March 13, 2019

Signature of the Candidate