Hello Yash Desai,

I hope this message finds you well.

With reference to your job application and subsequent interviews, we hereby submit a Letter of Intent to appoint you as a “Full Stack Web Developer” in our organization “Future Link Consultants” as discussed and as per mutually agreed terms and conditions.

Please be informed that the Letter of Intent (LOI) issued to you is valid for the next 24 hours only. We kindly request that you acknowledge receipt and confirm acceptance of the LOI within this timeframe. If we do not receive your confirmation within 24 hours, the LOI will be considered terminated and will no longer be valid. We appreciate your prompt attention to this matter.

Kindly bring the below-mentioned documents (self-attested) to complete your joining formalities:

All qualification documents (10th and 12th, Graduation mark sheets/certificates).

Relieving / Experience Letter of past companies.

Salary Slips of Past companies / Last 3 months' bank statements.

Identity Proof: Aadhar card and PAN card / Passport.

2 passport-size photographs.

2 reference checks from previous employers (Their Name, Mobile Number, and Email ID).

School Leaving / Birth Certificate (Payroll purpose).

Designation: Full Stack Web Developer

DOJ: January 11th, 2025

Working Hours: 10:00 AM to 07:00 PM

Branch: Head Office (Atlantis-Branch)

We congratulate you on your appointment and assure you we will support your professional growth and development.

You will be getting your roles & responsibilities and other employment details on the day of your joining.

Looking forward to a mutually enriching work experience.

Kindly acknowledge the receipt of this email.

Best Regards,

HR Department