



Letter of Offer
(Permanent Employment)

MELBARR ITES PRIVATE LIMITED

24th Jan 2023

Prachi Singh

Sub: Job offer

Dear Prachi Singh

We are pleased to offer you the position of **Business Analyst Trainee** in our branch based at **work from home**.

Your immediate supervisor will be **Aakash Chhetry**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs. 3.2 Lakh CTC**, subject to tax and other statutory deductions
- **Sales Incentive:** As per the prevailing company scheme **Only Applicable for Sales personnel**.
- Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till **20th Feb**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **Pune office**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For **MELBARR ITES PRIVATE LIMITED**

Aakash Chhetry