

Personal & Confidential

12th April 2023

SUB: Letter of offer and Terms of Employment

Dear Nachatra Sharma. We are pleased to offer you the position of Web Designer with Web Creative Solution Pvt Ltd on mutually agreed terms and conditions. After A fix salary of Rs. 10,000/- will be paid to you every month.

This offer is based on your profile and relevant work experience. We would like you to join us on 10th April 2023. On joining and successful completion of joining formalities you will receive the letter of appointment by Web Creative Solution Pvt Ltd.


We request you to return the duplicate copy of this letter counter- signed by you in acceptance of this offer along with the copies of documents as mentioned in annexure.

Annexure I

Please attach the following documents with the Offer Letter

- a. Three photographs
- b. Copy of all Educational Certificates (Starting from class 10)
- c. Copy of Appointment Letter of previous organization.
- d. Copy of Experience certificates / Relieving letter
- e. Copy of Identity Proof for address verification (Copy of Passport or Voter's ID card/ driving license) f. Last drawn salary slip
- g. Copy of Pan Card
- h. Copy of Aadhar card

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