

To,
Akanksha omar
Noida sector 15
Fatehpur, UTTAR PRADESH, 212637

Subject: Offer of Employment

Dear **Akanksha omar**,

This is with reference to your application and the subsequent interview held at our office. We are pleased to offer you the position of "**Backend**" at **Nd Infotech**, with a CTC of **300000** as discussed and mutually agreed upon.

As discussed, you are expected to join us on **08-09-2024** at our office located at **C 53,C Block, Sector 2, Noida, 201301, Gautam Buddha Nagar, UTTAR PRADESH**. Kindly bring the following documents with you at the time of joining:

1. Two passport-size photographs
2. Original and photocopy set of your Qualification Certificates (originals will be returned after verification)
3. Proof of residence
4. Photocopies of your Resignation Letter and Relieving Letter from your current employer
5. Photocopy of your last drawn salary slip
6. Form 16 / Certificate of Tax Deducted along with a copy of your PAN for Income Tax documentation

A detailed **Appointment Letter** outlining the terms and conditions of your employment will be provided to you upon your joining the company.

We kindly request that you send us a confirmation reply acknowledging your acceptance of this offer for employment.

We look forward to having you on our team and wish you a successful career with us.

With best regards,

abc

Human resources
Nd Infotech

N D Techland Private Limited

Head Office: C-53, Sector-2, Noida-201301, UP | Branches: Noida | Delhi | Patna | Bangalore

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