**APTARA/PXE/B2/05012015 January 05, 2015**

**Parshant**  
**House No. 577 A, Topkhana Bazar  
Ambala Cantt – 133001**

**Sub: Letter of Intent**

**Dear Parshant,**

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **QA Test Engineer** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

* Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
* Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
* All Educational/Professional certificates (School & College).
* Resignation Acceptance/Relieving certificate from previous employer, if applicable.
* Latest Form 16, if applicable.
* Medical certificate as per the attached Annexure.
* Six passport size photographs.
* Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
* Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **January 10, 2015** at **9:00 a.m.** sharp at **A-37, Sector-60 Noida-201 301 (Uttar Pradesh)**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Look forward to a long & meaningful association with you.

**Thanking you**,  
For **Techbooks International Pvt. Ltd.**

**Pramod Singh   
Sr. Manager – Human Resources**

**Annexure**

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| --- | --- |
| Level | B2 |
| Gross | 20000 |
| Basic | 10000 |
| HRA | 5000 |
| Conveyance | 800 |
| Supp Allowance | 4200 |
| PF | 1200 |
| MEDICLAM | 365 |
| PA | 45 |
| Gratuity | 481 |
| Bonus | 700 |
| RETIRAL | 2791 |
| GROSS | 20000 |
| CTC | 22791 |
| CTC (PA) | 273492 |