

sandy@gamiac.in

A-6,Industrial Estate,Mogappair West,

Chennai, Tamil Nadu 600037

+91-9840392718/ +91-8056259616

G A M I A C
ANTIDOTE TO BOREDOM

Subject: Appointment Letter

Dear Pooja,

We are pleasant to inform you that you have been appointed for the position of **UI/UX developer**. You will get an annual CTC of INR: 1, 32,000 / annum. This amount also includes all fixed and variable salary components.

You are required to join us on the 28th July, 2017 (Reporting Time: 10:00 AM). You may confirm your response to us by 19th July, 2017. If you wish to discuss the details of your employment terms, please get in touch with undersigned.

Your employment is be subject to the terms and conditions listed below:

Starting Date

Your starting date is 28-07-2017.

Work Timing

Your work timings are from 9AM to 6PM, Monday to Friday.

Salary

Your monthly salary is 11,000/- (Eleven thousand rupees only)

Annual Leave

You are entitled to 15 days of paid leave per year.

I have read and agree to the terms and condition to work with the company Gamiac as stated above:

Name: Pooja M.P.

Date: 28-07-2017

Signature:

Sincerely,

Santhosh Kumar
CEO & Founder

Date: 28-07-2017

Place: Chennai

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Points to remember:

- 1) On the date of joining, make yourself available at our premises by 9.00 a.m. without fail.
- 2) Read all the documents before you come for induction program.
- 3) You need to bring all the necessary documents as mentioned in the checklist below.
- 4) You will have a Photo Session for your company ID card purpose.

Checklist:

- 1) Please bring the documents mentioned below:
- 2) Passport size photographs(2Nos)
- 3) PAN Card - 1 Copy
- 4) Aadhar Card - 1 Copy
- 5) Address proof - (Driving license, Ration Card, Voter ID, Passport) - Any 1 Copy
- 6) 10th and 12th Mark-sheets - Original

If you have further questions, please contact me directly or simply approach the HR department.

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GAMIAC
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To
Ms. Pooja MP
Designation: UI/UX Developer

Subject: Letter of relieving

Dear Ms.Pooja MP,

Ref.: 1. Your resignation letter-dated : 02-01-2018
2. This Office letter dated : 02-02-2018

With reference to your resignation letter, we hereby accept your resignation, you are hereby relieved on 02, February 2018. We wish you all success in your future endeavours.

Thank You,

Yours Faithfully,
Santhosh Kumar
CEO & Founder

Date: 02-02-2018

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Dear Concerned,

I hereby certify that Pooja MP was employed as UI/UX Developer with our company Gamiac, during the period starting from July, 2017 to February, 2018.

It is my pleasure to recommend Pooja for employment with your organization. I have known Pooja for six months during which time she worked as a UI/UX Developer in my office. I have been consistently impressed with Pooja's attitude and productivity during the time that she has worked in the office.

Please let me know if you have need for additional information about this person.

Yours Faithfully,
Santhosh Kumar
CEO & Founder

Date: 02-02-2018