

sandy@gamiac.in

A-6,Industrial Estate,Mogappair West,

Chennai, Tamil Nadu 600037

+91-9840392718/ +91-8056259616

**GAMIAC**  
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 28<sup>th</sup> 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**  
ANTIDOTE TO BOREDOM

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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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