



POORNA CHANDRAN <poornachandranvn@gmail.com>

Congratulation!!! Token Of Offer - POORNA CHANDRAN

Sangeetha <hr@srsinfoway.com>

Fri, Jun 17, 2022 at 5:33 AM

To: poornachandranvn@gmail.com

Cc: Rekha Pathy <rekha@srsinfoway.com>, Kanchana Srsinfoway <executive.admin@srsinfoway.com>

Dear Poornachandran ,

Congratulations!!! Welcome to the Ampstek family!!!

With reference to your application and subsequent interviews with us, it is our pleasure to offer you the position of " **IT Recruiter**" (**US Team**) in our organization where your **ANNUAL GROSS will be 3.2 LPA INR(Three Lakhs Twenty Thousand Only)** . We would expect you to join on or before **17th June'2022**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

You are requested to report directly to Ms.Saranya Balraj/Riya.

You are in a probation period of your employment for the first 3 months from the date of joining.

Your appointment letter will be issued after a month.

Your attendance will be based on the number of approved client Submissions made on the same day.

You should have your own **LAPTOP and internet connection to work from home in this COVID situation, & you need to install the remote monitoring HR software, which helps us in people management during this pandemic & WFH option.**

You are requested to share all the following documents:

1. Address Proof / ID Proof(**Pan card & Adhar card copies Must**)
2. Copies of Educational Certificates along with Originals.
3. Copies of professional Certificates.
4. Appointment letter of the previous employers and salary revision letters.
5. Relieving certificate from the previous employer.
6. Last 3 months pay slip received from the previous employer.
7. Form 16 (TDS certificate) if applicable.

8. 1 Passport Size photograph.

9. Two References at the time of acceptance of the offer letter.

This Offer of Employment is subject to receipt of satisfactory references. Kindly acknowledge as a token of your acceptance of the offer.

Looking forward to having you in our Team!

Thanks & Regards,
S.V.Sangeetha,
HR Manager,



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Email Us - hr@srsinfoway.com

Email Us - sangeetha@ampstek.com

Website - <https://www.srsinfoway.com>

"Your human talent is your most important talent."