

## OFFER CUM APPOINTMENT LETTER

**Date: {Date}**

{Name}

# {DoorNONDstreet},

{POST} (po), {TALUKA}, {DISTRICT}

Tamil Nadu. {PINCODE}

## Dear {Name},

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **{Role}.**

You are requested to join us on or before **{JoiningDate}.**

You will be on training period of 12 months from your date of joining and during this training period, you will be receiving stipend of Rs.12000 PM (Per Month) as fixed remuneration.

Please submit the following documents on joining day:

1. Photocopy of your passport, certificates and mark sheets in support of your educational qualifications.
2. Relieving letter from all your previous employer and last drawn pay slip, if applicable.

Welcome to our Organization! We look forward to a mutually fruitful association. For **Digerati Software Development and Services LLP,**

## M. Maheswari (Authorized Signatory)