

# **XYZ Pvt Ltd**

## **Job Letter**

Date: 20 November 2025

**Umang Paneri**

Rajkot

Dear Umang Paneri,

We are pleased to offer you a job at XYZ Pvt Ltd. Your employment shall commence on 22 Nov 2025 for Sr. Software Engineer. The duration of the bond will be 6 and the dates can vary. The terms and conditions of your employment with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the employment.
2. You are eligible for a salary of INR 50,000.00 per month during the employment which shall be bound to completion of the tasks assigned to you during your tenure to the satisfaction of the Company.
3. Your working hours will be 40 hours weekly from Monday to Friday. You shall be available for services 24 X 7 for on-call support.

Please be sure to bring the required documents mentioned below with you on your first day to complete your profile.

- Education Qualification certificates with mark sheets. (10th, 12th, Graduation & PG)
  - Previous Internship letters / Experience certificates. (If any)
  - Permanent Residence Proof.
  - Personal ID Proof. (PAN / Passport/ Aadhar)
  - Certificate/Letter from College for Internship
  - College ID Proof.
4. You will sign an NDA with the company before you commence your employment.
  5. The employment cannot be construed as an offer of further employment with XYZ Pvt Ltd.

Sign By Employee