



Date: 17/5/2021

Subject : Letter of Offer

Dear Mr.Akash,

This has reference to your application and subsequent interview you had with us, for the position UXUI Designer in our organization.

Your job location at the present will be based at **Surat**, however as per business needs, you may have to shift to any of the work locations based on business needs.

We are pleased to confirm the offer of employment for the above position on terms and conditions discussed and agreed. Your ctc and allowance structure will be as discussed and agreed upon.

Detailed structure and allowances will be given in your appointment letter as mutually agreed.

01. PLACE OF POSTING:

Your initial posting will be at **Surat**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **17 May 2021**.

02. COMPENSATION:

i.Fixed Pay: INR 22,000/-(INR TWENTY TWO THOUSAND ONLY) Per Month

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

You shall be expected to join the duty on or before **17st – May - 2021**.

- On joining date, you will be required to get:

1. **2 Passport size photographs**
2. **Academic Certificates Photocopies (Highest Degree)**
3. **Any other course certificate Photocopy**
4. **One residential Proof – Photocopy (Land Line Tel. Bill, Electricity Bill, Bank passbook, Ration card)**
5. **One photo ID – Proof- Photocopy (Pan card, Passport, Driving License, Voters card)**
6. **From previous employer: Copies of Appointment letter, last salary slips, Relieving letter, and Experience Letter,Bank Statement.**

For Qfonapp





H R MANAGER

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **Name**

DATE: _____

