

Date: 22nd June,2022

Subject: Joining Letter

Hello Ms. **Sachani Grisha Ashvinkumar**,

We are pleased to confirm Ms . **Sachani Grisha Ashvinkumar** as a Jr.Web Developer at Vision Infotech.

We request you to join on with below documents :

1. Request you to bring a copy of your Govt ID proof along with 2 passport size photographs, bank statement, bank details, Experience letter, salary slips, Relieving letter.
2. You would be assigned to do a Thumb registration for daily attendances.
3. We'll get you settled in the office and set up your computer and communication accounts (Gmail and Skype).

With the above details, you are requested you to meet the HR department for further joining process.

Yours Faithfully,


HR Manager

