Dear Mohammed Shafi,

Congratulations on your recent appointment to the organization. We would like to take this opportunity to welcome you to the ITC Infotech family!

As per your offer letter, your Date of Joining is on**11th August 2016** keeping this in mind, we request you to report at our office at **09.00 AM** at the address given below:

|  |
| --- |
| **Pyramid IT Consulting**,  4th Floor, Mariner Block-B. "V" Ascendas VIT Park,  Landmark: Besides to In-Orbit Shopping Mall  Plot No-17, Software Units Layout, Madhapur,  Hyderabad - 500081 |

**PS: Kindly adhere to the time mentioned as we would start induction sharp at 9.00 A.M**

Here is a brief outline of the documents which you need to carry on the day of joining and a snippet of know how pointers which you should be aware, to make your on-boarding as smooth with us.

**Documents Required:**

         Passport Size Photo (4)

         Present Employer - Pay slip for last 3 months

         Present Employer – Hike Letter (if any) and Appointment letter

         Previous Employer - All Relieving letters & Experience letters with DOJ & DOR

         PAN Card

         All educational marks sheet - 10th onwards. For Engineering each semester mark sheets

         All educational certificates

         Present Employer – Relieving Letter (if already quit) / Resignation Acceptance letter

         Adhaar Card

**Onboarding / Induction Contact Person:**Sandeep Telu / Pavani Ramya (**97017 63300**) / Chandrapal (**99486 36146**)

We trust this brief information would help you to start your **Day One** with ITC InfoTech.

**For Salary Bank Account Opening:**

**Mandatory Documents -**

Any one Identity proof, One address proof, 3 - Passport size photo

Company ID card / Appointment letter

Accepted list of documents for Identity proof and Address proof -

PAN card as Identity proof only.

Valid Passport

Valid Driving License

Voter’s Identity Card

Aadhar Card / Letter

***Best Regards***

Sandeep Telu

Assistant Manager - TM

Office: 080-22989471

ITC Infotech India Ltd | ITC Infotech Park, Bangalore - 560005, India