

## Offer Letter

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July 02, 2024

To,  
Mr. Shakib Kumnnali  
Galli No. 5, Bapuji nagar,  
Near Datta Mandir, 1st Rabodi,  
Thane (West)  
Thane - 400601

### OFFER OF APPOINTMENT

Dear Shakib,

Congratulations!! We are pleased to make you an offer of appointment to join our team as **IT Officer** in our Organization, **iPolitycal Consulting** initially based at Vashi – Navi Mumbai. However, the Company reserves the right to require you to work from time at such other place or places, at its discretion. Your Annual CTC will be 1,44,000/- (One lac Four Thousand Rupees Only).

Your offer has been made based on information shed by you. However, if there is any discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Please note that this offer is subject to positive reference checks in all aspects.

Request you to bring along the below mentioned documents at the time of joining:

1. Passport size photograph (2copies)
2. Copy of PAN card (2 copies)
3. Copy of Adarcad
4. Photo ID proof
5. Copy of address proof (voting card/Driving license/Passport/ Ration card/Rent Agreement)
6. Copy of Education certificates (10th / 12th / Graduation/ Post graduation)
7. Copy of last employment Appointment letter & Service certificate/Experience letter
8. Copy of last 3 months salary slips/ Bank statement

You will be on probation for a period of 6 months which is likely to be extended if the performance is not found satisfactory.

As an employee of iPolitycal Consulting, you will be governed by the policies of the Company and your adherence to those policies and alignment to the vision, mission, purpose and objectives of the Organization is of utmost importance.

On acceptance of the same you are requested to send us your formal acceptance by end of the day in the form of E-mail acceptance & scanned copy of signed acceptance in next 2 days along with the confirmation on your date of joining which should not be later than July 04, 2024.

We are excited to have you join our team and look forward to working with you and with a hope that you will find your employment at iPolitycal Consulting truly a rewarding experience.

Sincerely,



(Authorised Signatory)

### Offer Acceptance

I accept the offer & my date of joining will be

Signature: 

