

[Instient]

95, Vivekanand Nagar | Hathras, UP | 204101

Date: 14-01-2025

Dear **Koppuravuri.Sivamani**,
Greetings for the Day!

OFFER LETTER

With reference to your application for employment and the subsequent interview with Instient Private Limited. We are pleased to offer you the position of Software Intern. You will report directly to Mr. Ankesh Jha or whomsoever he may designate. You are expected to join duty on or before **16-01-2025**.

As a **Software Intern**, your monthly stipend will be Rs.**15,000/-**. Please note that the compensation offered by the company should be kept strictly confidential and not disclosed to any person in any manner.

In event of your acceptance of this offer you are requested to submit the self-attested photocopies of the below documents:

- Photocopies of educational certificates (SSC/HSC/ Diploma/ Degree/ Graduation / Post Graduation/Any Technical Courses).
- Two (2) passport size photographs.
- Aadhar & PAN Card (Mandatory).
- Personal bank details (A/c number, IFSC code, Branch details, Bank Name).

Kindly furnish the original of all above upon request for verification.

You are requested to kindly give us an acknowledgment on this and revert with acceptance of Offer by signing copy of this letter along with clear indication of Date of Joining on or before **16-01-2025**.

We look forward to an enduring relationship with you.

Sincerely,
For Instient Private Limited

Vandana Mohita

Vandana Mohita
Director

Acknowledged & Agreed
Candidate Name: Koppuravuri.Sivamani
Signature:
Date: