

**Corporate & Registered Office:** 612/613, Palm Spring Centre  
Mind Space, New Link Road, Malad (W), Mumbai: 400 064  
Tel No.: +91-022-40549797, Fax No: 40549700  
[www.promptpersonnel.com](http://www.promptpersonnel.com)



**Date: 10<sup>th</sup> November 2023**

**Subject: Offer Letter**

Dear **Sonu Kumar**,

We have pleasure in informing you that you have been selected as **SDE Intern** at our Client Place You will be entitled to a fixed stipend of Rs. 15,000 per month. After the duration of 6 months, the candidate will be confirmed for a full time position based on performance and will be offered an annual CTC of INR 5 Lakhs.

We expect you to contribute towards the long- term growth of the company.

You should join duty on the **15-11-2023**. Please note that if you fail to join on this date without prior intimation, the management reserves the right to cancel this offer of Appointment.

**Following Documents will be required at the time of joining.**

1. Resume copy
2. Four latest passport size photographs.
3. I.D Proof (Driving License or Passport or Election ID)
4. Copies of Educational Certificates. Copy of previous Employment Certificates i.e. (Work Experience letter or Relieving letter, Salary Slip if any)
5. Cancelled Cheque of your savings bank account.
6. Pan Card & Aadhaar Card (Mandatory)

Kindly, sign the Duplicate copy of this offer letter as confirmation of your Acceptance. Wishing you a long and successful career at Prompt.

For **Prompt Personnel Pvt. Ltd.**

**Authorized Signatory**

**Offer accepted (signature)**

