



Reg : Letter of Offer -Banu.A

1 message

Vinod Kumar R <hrmanager@adityaramgroup.com>

Fri, Jan 7, 2022 at 5:32 PM

To: banu020699@gmail.com

Cc: Dhandapani P <hr@adityaramgroup.com>

Date: 25.09.2021

Address: no 1, copper beach avenue, ecr, panayur, Chennai -600119

OFFER LETTER

Dear Banu A,

Congratulations! We are pleased to offer you the position of **Front Office Administrator / Executive** in **ADITYARAM PROPERTIES (P) LTD** on the terms and conditions mutually discussed and agreed upon and you will join us at our Chennai Office.

The overall CTC offered to you is **INR 1,80,000** per annum.

You are required to join on or before. If you are unable to report for joining on the said date, you are requested to inform the company by Email/Call.

The offer of employment with **ADITYARAM PROPERTIES (P) LTD** is subject to the successful verification of information provided by you. The following documents are required to be provided at the time of joining.

Ø 3 months' salary slip or salary certificate from most recent employer(IF applicable)

Ø Experience certificate from previous employer(If Applicable)

Ø Proof of Academic Qualification

- 10th & 12th Mark Lists
- UG Degree mark lists and Degree Certificates
- PG Mark list and Degree Certificate

Ø Proof of identity i.e., PAN Card, Driving License, Electoral Card.

Ø Proof of residing address: Voters ID, Passport Copy, Aadhar Card, BSNL Telephone Bill.

Ø Form 16 (IF applicable)

Ø Photographs (6 passport Size)

The offer will be valid for 3 days from the date of this letter. Please let us know your acceptance of employment by confirming via email or telephone within 2 days of receiving this letter. If we do not hear back from you within this period, this offer will be deemed to be cancelled and we are not obliged to hold the position open for you.

This offer will be subject to Standard Terms and Conditions of Employment by **ADITYARAM PROPERTIES (P) LTD** and also will be governed by the policies, rules & guidelines of the Company.

We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefits.