

Ref:SISPL/OL/TQE067

20th August, 2021

Offer Letter

Name: A. DHANUSHKA ARIVAZHAGAN

Address : D. NO.254, Athiganur, Pochampalli, Kannandahalli, Athiganur, Krishnagiri- 635203

Dear DHANUSHKA,

With reference to our discussions,

We are pleased to offer position of "**Talent Acquisition Executive**" at "**Level – 1**" in our Company. Your total Cost to Company (CTC) will be Rs. 1, 20,000/- per annum. Your base branch will be our office located at Chennai.

Your appointment will be governed by the terms and conditions of the employment. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time.

Your date of joining will be announced later by us. At the time of joining, please submit the following documents

- Photocopy of your certificates and mark sheets in support of your education qualifications from 10th onwards
- Proof of Address- Voter ID/Aadhaar Card/Passport ...etc
- Relieving letter from your previous employer and last drawn 3 months pay slips (if applicable).
- 4 Passport size color photographs (In White background).
- Duly signed acknowledged copy of this offer letter.

Please Note:

- This appointment is subject to satisfactory professional reference checks

We wish you all the very best in your career with us, and we are confident that you will continue to build on the good work you have started.

Regards,


Authorized Signature

Dhanushka Arivazhagan
Signature of Employee

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