Date: 01/06/2020

To,

***Barsha Dutta***

***Bhalubasa, Jamshedpur***

 Subject: Letter of Intent

Dear, ***Barsha***

Pursuant to our meeting, we are pleased to make you an offer as a Tele Sales Executive at our office in Deoghar, You will be entitled to a package of Rs 12000/-.per month and the other benefits as per the salary fitment sheet attached as Annexure I, mutually agreed upon and subject to submission of photocopies of original documents as mentioned. During you training period you will be observed and your appointment with this organization will depend on your rating which will be discussed with you after the completion of Three months from your joining.

However the complete details of your compensation package will be stated in the letter of appointment, which will be served to you after you complete the probation period.

You are required to report at our office on 3rd June. 2019. At 10:00 AM, Kindly bring the following documents in original and photocopy. The original documents will be returned to you after verifications.

* Proof of age (i.e.10th class certificate/driving license/dob certificate)
* Educational certificates
* Experience certificates
* Experience certificate/relieving letter from previous employer
* (i.e. Appointment letter / offer letter / relieving certificate /pay slip /salary slip)only if applicable
* Address proof (i.e. driving license / ration card /passport / voter identity card
* Two passport size photographs

Please confirm your acceptance of the offer by signing the duplicate copy of this letter.

We are delighted to welcome you and wish you a successful career in our organization.



Sincerely I I00I do hereby unconditionally accept the said offer

For Shiva Clicksoft Pvt. ltd Signature………………………….......

Authorized signatory contact number………………………