

Offer Letter

To,

Date: 06th April, 2020

Ankit Yadav,
Invertis University,
Bareilly, Uttar Pradesh

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as a **Sales officer** at Octavus Consulting with effect from **08th June 2020**. You will be based in our Bareilly showroom.

You will be paid an Annual remuneration of Rs.2,50,000.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of the above, we retain the right to review our offer of employment.

You are requested to carry the below-mentioned documents at the time of joining:

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheet for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance within 24 hours after receiving this letter.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

For Octavus consulting

Director



Ankit Yadav
Invertis University



Director Corporate Relations
Invertis University