



Friday, January 20, 2020

**Ms. Kavisha Ratra**

**Subject: Job Offer at ABP Network Private Limited**

**Dear Ms. Kavisha,**

On behalf of ABP Network Private Limited, I am pleased to confirm your offer to work as a Software Engineer Trainee at our Noida office. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

You will receive a total annual compensation of **INR 3,50,000**. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices.

Please note that your permanent employment will be purely on the basis of your performance review post completion of the 6 month's training period. The same will be accompanied with 18 months bond or valued at Rs. 1,50,000/-. Your training with us will be governed by the Terms and as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time.

As a token of your acceptance of this offer, please sign in the space provided below indicating your acceptance of our offer within 72 hours of receipt of this letter.

Furkan, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this letter, please feel free to contact us.

Best Regards,

Poonam Gupta  
Manager HR  
ABP Network Private Limited

Accepted by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**ABP Network Private Limited**

FC-12, Film City,

Sector 16A, Noida, Uttar Pradesh 201301

Corp :- ABP NEWS CENTER, 301, Boston House, 3rd Floor, ~~Suren Road,~~

Andheri - East, Mumbai- 400093

**Registrar**

**Invertis University  
Bareilly**

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**Director Corporate Relations  
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**Joining Checklist**

You are required to report to the HR Manager on your day of joining.

Initial Reporting Person – Poonam Gupta

Reporting Time: **10:00 AM**

Last Joining Date: **Monday, Feb 10, 2020**

Reporting Address: **ABP Network Private Limited, FC-12, Film City,  
Sector 16A, Noida, Uttar Pradesh 201301**

At the time of joining you are requested to bring originals along with a photocopy of the following documents for verification. Originals will be returned on the same day after verification.

Checklist						
<p><b>Education Certificates</b> You are requested to produce a copy of the following:</p> <table border="0"> <tr> <td>- SSC</td> <td>- HSC</td> </tr> <tr> <td>- Diploma</td> <td>- Bachelors Degree</td> </tr> <tr> <td>- Masters Degree</td> <td>- Foreign Training</td> </tr> </table>	- SSC	- HSC	- Diploma	- Bachelors Degree	- Masters Degree	- Foreign Training
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<p><b>Required: PAN Card and Aadhaar Card</b></p>						
<p><b>Permanent Address Proof</b> Copy of Passport / Driving License / Voter ID Card / Bank Statement or any other relevant document.</p>						
<p><b>Photograph</b> You are requested to get four passport size photographs.</p>						
<p><b>Personal Identification Proof</b></p> <ul style="list-style-type: none"> <li>You are requested to submit a copy of your Passport / Driving License for identification.</li> <li>Dependents age proof required.</li> </ul>						
<p><b>Bank Information</b> You are requested to submit your Direct Deposit bank information for your salary account. You are also requested to submit your last three months of salary pay-slips from your previous employment.</p>						

\*In the absence of these documents kindly carry the Offer Letter and Resignation acceptance mail for all the previous employers.

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