

To,

Mr. Anand Singh

Letter of Intent

Dear Mr. Anand,

This has reference to the interview and discussion you had with us, we intent to offer you the position of “**Business Development Executive**” to be based at Gurgaon.

KRA as discussed and defined during interview

Your CTC would be **4.20 Lacs** (Breakup as per company policies). You will be on probation for 3 months (extendable up to 6 month) after successful completion of which you will receive a confirmation letter. All other terms and condition basis company policy.

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

We congratulate and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Your date of joining will be update soon.

On joining please carry the following original documents for verification.

- Educational Certificates Copy (10th Onwards).
- Pan Card / Driving License / Voter Card Copy.
- 4 Passport Size Photographs.
- Address Proof – Present and Permanent
- Bank Account Detail

Please return a signed copy of this letter to the undersigned, as a token of your acceptance.

Thanking You,

HUMAN RESOURCE
SRVA EDUCATION


SIGNATURE OF CANDIDATE