



OFFER LETTER

Date: 20-April-2021

To,

Ms.Rashi Gupta,

Congratulations!

It gives us great pleasure to inform you that, you have been selected as a "Trainee for the post of Software Engineer" in (Software Engineer) at Synergy Software Limited.

Your remuneration will be **Rs. 6,60,000 Per Annum (CTC)** including (accommodation & Food) and other perks plus incentives & bonus as per the policy and requirement.

- Your training period will be of 6 months and during your training period, you will get In-hand Rs. 15,000/- Per month.
- After your successful completion of training, you will be on a probation period of 6 months, less or more depending upon your work performance and you will be converted to a full-time employee on the above-mentioned CTC.

Your date of joining will be **10-May-2021 (Monday)**, failing to report during your onboarding process (Virtually) on 10-May-2021 at 9:30 AM, the offer stands automatically cancelled. (Any request for the extension or change of the reporting date other than mentioned in this paragraph will may be entertained or rejected at the sole discretion of the company and any decision in this regard taken by the company shall be final.)

At the time of joining, you are required to submit the following:

- Appointment, Relieving and Experience Certificates from the previous employer
- Copy of Academic degrees (10th, 12th, Graduation & Post- Graduation)
- Copy of age certificate
- ID Proof; Address Proof (Local & Permanent)
- Medical Certificate along with blood group certificate
- Provide two references (name and contact information)
- Latest Salary slip (Three months)
- Five latest passport size photographs
- Police Verification Document or Passport copy is a must.
- Copy of Cancelled Cheque.

You are required to bring all the originals along with you for the verification and attestation.

Kindly acknowledge with the e-mail with your confirmation.

Best Wishes and Regards

Human Resource Department

Registrar
Invertis University
Bareilly

This is computer generated document and does not require any signature

Director Corporate Relations
Invertis University
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