



To,

06/01/2021

Ms. Smira Rastogi

Sub: Offer Letter

Dear Ms. Smira Rastogi,

With reference to your application and subsequent interview we are pleased to offer you the position of "Trainee-Support " at our Print Iconic New Delhi Office under the following term & conditions.

1. Your Date of Joining will be 17th January 2021.
2. Your initial place of work will be in Delhi. However, your service is transferable, and may be assigned to another Branch or Stations or Divisions under the prior order without any hesitations.
3. Working hours will commence from 10.30 am to 7.30 pm with a leave for one day in a week. You have to attend the office hours as decided by the company.
4. Your continuation as a Trainee-Support subject to your work assigned to you as presently. or as May be modified from time to time and your performance being as per specified norms and conduct being founds Satisfactory.
 1. As compensation for your service to be rendered subject to your Recruitment assigned pursuant to this letter, you will be paid compensation package of Rs. 3.00 lacs annually, which is cost to the company.
 2. Based on your performance, you will be entitled performance allowance
5. In the event you are allowed to join, your appointment will be confirmed subject to submission of the following documents.
 - 1) Copy of 10 Admit Card.
 - 2) Copy of Highest Qualification.
 - 3) Copy of Voter ID & PAN Card.
 - 4) Copy of Last Employment details.
 - 5) Copy of Your Bank account details.
 - 6) 2 nos Passport Photograph
 - 7) You need to carry your Laptop for Client demo.

Accepting this Offer Letter confirms your acceptance of the terms and conditions and that you would be joining Print Iconic on the given date.

Regards,

Dalia Das
Manager HR

tral
University

PRINT ICONIC

REGISTERED ADDRESS:- KHASRA NO. 285, ASOLA, FATEHPUR BERI, CHHATARPUR, NEW DELHI-110074

EMAIL ID:- hr@printiconic.com, CONTACT NO:- 491 9909 421 445

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