



Date: 05/04/2022

Ms. Krishna Kumar

Sub: Offer Letter

Dear ,

It gives us immense pleasure in inviting you to join Confido Global Services.as one of its valuable members. We believe that corporate grow and flourish fueled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our employees are truly our Associates. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

You will be designated as "Associate Software Developer – Java" (ML – 1) and your position will carry a gross compensation value of Rs.2,50,000 (Rs. Two Lakhs Fifty Thousand only) per annum and other benefits. (As detailed in Annexure 'A')

You will be on probation normally for a period of three months from the date of joining and will be confirmed in the services based on your performance. Your association and employment will be governed by the various associate related policies and guidelines of the organization.

We would prefer you to join us on 15th April 2022. You will be issued formal letter of appointment after completing the joining formalities. Please return the signed duplicate copy of the letter as an acknowledgement.

You are required to submit the below mentioned documents upon confirming and accepting the offer.

This offer letter is issued based on the information provided by you and we believe the information submitted is true and correct to the best of your knowledge. Once offer is accepted at your end, company will start undertaking the verification process based on the documents submitted to us. (Current employer's verification would be conducted after your joining.)

While welcoming you to BHI we are confident that you will contribute to the organization and its goals, add value through your roles and strengthen the BHI "Power of Precision".

Warm Regards and Best Wishes,

Human Resource Manager  
For Confido Global Services.

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly



Encl: List of Documents

**LIST OF DOCUMENTS FOR COLLECTION**

1. Four passport size photographs
2. Appointment and Relieving letter from all your previous employer
3. Salary certificate from your previous employer indicating tax deducted so far
4. Last three months Bank Statement
5. Copies of educational certificates (Degree & Marksheet): Class 10<sup>th</sup>, Class 12<sup>th</sup>, Graduation & Post graduation and another course. (if any)
6. Two Copy of PAN Card
7. Two Copy of Valid Passport/ Two copies of Address Proof
8. Form 12B from Previous Employer indicating tax deduction.
9. Cancel check for Bank Account record.

**Note 1: You are requested to bring all original documents on the first day for the document verification.**

**Note 2: On first day of your joining please do not carry your lunchbox as we offer welcome meal.**

\*This letter is digitally generated hence no stamp is required.

  
**Director Corporate Relations  
Invertis University  
Bareilly**

  
**Registrar  
Invertis University  
Bareilly**