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Address: \_\_\_\_\_

**Sub: Letter of Intent**

Dear Sanskar,

Congratulations!

We are happy to inform you that we have decided to offer you the position of "Associate Recruiter" at our **Noida** office for our US Staffing Operations.

Please accept this as a formal offer letter from **Artech Infosystems Pvt. Ltd.**

You will be required to join us on **14<sup>th</sup> February, 2022**. Your total cost to the company would be **INR 4,68,000 (Four Lakhs Sixty Eight Thousand Only- Including Benefits) Per Annum**. You are entitled for a monthly gross salary of INR 30,000.

**(There will be a standard deduction of INR 172/Month)**

**During your traineeship period of initial two months, you will be designated as "Trainee – RPO" and post successful completion of training as an "Associate Recruiter".**

You will be governed by the rules and regulation and such other practices, systems, procedures, and policies framed by the company from time to time. You will also be governed by the statutory laws enacted by the Local Authority/State or Central Government as applicable to you from time to time. You are advised to make yourself familiar with the company's rules and policies.

We would request you to make necessary arrangements in your organization and complete all the formalities before that since your joining date will not be extended in any case.

**Please carry all the original documents as listed below at the time of joining, along with one set of photocopies:**

1. Copies of Certificates in support of your Qualifications
2. 5 Passport size photographs
3. Photo ID Proof, like (PAN Card, Driving License, Voter ID, Passport, Credit Card with Photo)
4. Permanent and Local Address Proof
5. Pan Card Number and Copy

  
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6. Aadhar Card Number

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In case any documents/references don't correspond to the claimed information, the offer extended would stand null & void and would lead to withdrawal of the offer.

Artech will perform a background check through an external agency post your joining & if any information/declaration furnished by you proves to be false or you are found to have willfully suppressed any material information, the company reserves the right to terminate your services without any notice or notice pay.

Your appointment letter will be handed over to you once the background check is completed satisfactorily.

You are expected to serve the organization for a minimum period of 18 months or else a retribution amount of Rupees One Lakh (INR 1,00,000) would be imposed to recover the tangible and intangible cost incurred on you.

**You are requested to sign and return a copy of this letter as a token of acceptance of the terms and conditions.**

We welcome you to the Artech family and look forward to a long-term fruitful relationship.

Wishing you all the best!


Thanking You,  
Yours Sincerely,  
For Artech Infosystems Pvt. Ltd.  
Chandra Mohan Ratra  
(Deputy General Manager - Human Resources)

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#### **Acknowledgment Letter**

Company Profile:

*Artech is the largest Women & Minority owned IT staffing firm in the US, with US\$ 725 million in annual revenues and a footprint across the globe. Artech was formed almost 3 decades ago and today, with*

  
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commitment to providing best in class workforce solutions based on applied human intelligence, Artech works with over 85 Fortune 500 clients across USA, Canada, India, and China.

At Artech, **we value human intelligence.**

We empower our teams to maximize the impact of their intellect, through a performance oriented, diverse, flexible, and inclusive work environment supported by our continuous learning and development focus.

Led by our visionary leadership, fuelled by our values, and driven by our combined intellect, our teams work with some of the largest Fortune 500 clients, defining industry benchmarks while optimizing their careers.

I am very pleased to accept the position of **Associate Recruiter - US IT Recruitment.**

I have attended the pre-placement presentation by Artech and have clearly understood the roles and responsibilities of the position along with the company's policies & benefits.

I am aware of the fact, that the job profile is in **Night shift from 7:00 PM till 4:00 AM or 9:00 PM till 6:00 AM.**

I acknowledge the fact that at the time of joining Artech, I will have to sign a **Service level agreement (SLA)** for a period of **18 months.**

I am excited to join Artech & look forward to a rewarding career ahead.

I accept the term & conditions stated above.

Thanking you,  
Regards,

\_\_\_\_\_ (sign here)

Date: College: \_\_\_\_\_

  
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