

19/12/2023

**Personal & Confidential
Offer Letter**

Dear Samragnee,

With reference to your application for employment and subsequent interview you had with us, it is my pleasure to extend the following offer of employment to you on behalf of our organization as per the following details.

Position : Content Writer Consultant
Date of Joining : 20/12/2023
Starting CTC : 18000/-+ 1000/-(PB)
Shift Timing : 09:30 am to 06:30 pm

As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment, education records and other required documentation.

On your first day of employment, you will be given additional information about Company's procedures, policies, benefit programs and more. You will be governed by the rules and regulations of the company as in force or amended from time to time.

You will appreciate that details of your emoluments are personal to you and are not to be shared with others.

In token of your acceptance of the offer, on the above terms and conditions, we would appreciate your signing this letter and send the same to us for our record.

HR Department

ACCEPTANCE

(I acknowledge that I have read, understood and accept this offer and agree to be bound by the terms and conditions of employment as outlined.)

Candidate Full Name: Samragnee Roy Chowdhury

Signature:

Date: 19/12/2023