

## OFFER LETTER

**Date: 17<sup>th</sup> August 2020**

Dear Ms. XXX,

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of **Trainee - Customer Relationship**.

Your Date of Joining will be **17<sup>th</sup> August 2020**.

Your Monthly take home salary will be **Rs. 18,000/- (Eighteen thousand only)**.

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company polices.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

- Passport size Photograph (5copies)
- Copy of PAN card
- Photo ID proof
- Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]
- Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)
- Copy of Employment/Service Certificate from the previous employer
- Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

**For, Govche India Pvt. Ltd.,**

Name: G. Murugan

Designation: Managing Director