

10 June2022

LETTER OF INTENT

Dear Praveen

Further to our discussions with you, we are pleased to offer you a job opportunity with us.
The term and conditions of your job offer have been detailed below.

Position Offered	Tax support
Gross Remuneration	2.65 LPA
Date of Joining	7 Aug. 2022
Location	Noida

This offer is valid, subject to all information, facts and figures provided by you, during your discussions with our company representatives, being accurate.
By accepting this offer letter, you hereby authorize to report on the above mention date.
In case you do not report on the said date, this offer will stand cancelled.

In the light of the above, you are requested to submit all **Mandatory Documents** as stated in **Annexure-A**.

We trust that you have provided to the Company, correct declaration & have not willfully suppressed any material information. If you have, the Company reserves the right to terminate your services or revoke this offer letter with immediate effect without any notice or payment forthwith. Please note that you are required to inform the Company if there are any agreements, oral or written, which you have entered into previously.

Annexure A: Mandatory Documents

1. All education passing certificates and degrees (front and back page) along with mark sheet
2. Date of Birth Certificate/ Proof
3. Experience / Relieving certificate from last employers (if applicable)
4. Appointment Letter issued from your current company (if applicable).
5. Salary slips/Bank Statement for past 3 months (if applicable)
6. Last increment letter (If applicable)

ADDRESS: 1st floor, A-82, SECTOR 63, NOIDA
(201301)

CONTACT NO: 01204572483

7. Copy of resignation letter submitted with current company
8. 5 passport size colored photographs
9. Relieving letter from previous company
10. Copy of PAN Card, copy of valid passport (or any other photo id and address proof)
11. Copy of this letter
12. Cancelled Cheque

The '**Letter of Appointment**' detailing the terms and conditions of your employment will be issued to you at time of joining only on completion of Joining Formalities.

Any request for change in your joining date must be sent to **HR** at least 3 working days prior to your original date of joining. We have specific, planned weekly joining days; hence you are requested to report for joining at the informed time failing which we will have to defer your joining date.

In case you need any clarifications regarding your job, salary, or any policy, please connect with **HR Team** on hrteam@investosure.in.

Looking forward to your being a valuable member of **investosure** family!!!

Yours sincerely,



Signature
Human Resource Department

Accepted and Agreed

I accept the term of employment.

Sign: _____

Date: _____

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