TALENT SHINE

Date:24-12-2021

Subject: Offer for Employment

Dear NAVEENA PATTA ,

With reference to your application and the subsequent interview we had with you, we are pleased to offer you employment in our organization as a Business Development Executive. Your place of posting will be in Visakhapatnam.

Your Total Cost to Company (TCTC) per month, including all other benefits, will be INR Rs. 2,60,000 PA. As discussed, your joining date will be on 15-07-2022, and you shall report to our Office at 09:30 am. Further, you will receive a detailed appointment letter upon joining, which will include all terms and conditions of your employment with Talent Shine India Pvt. Ltd.

We request you to bring the following documents/credentials at the time of joining and submit them to the HR Department on day 1:

- Photocopy of all your academic qualification documents (degree or certificates, etc.)
- Proof of address
- Copy of passport, Aadhar Card & PAN card
- Three passport-size photographs

We welcome you to the Talent Shine family and wish you a rewarding career ahead! Please feel free to get in touch with Mrs. Vijetha, HR, at any time for further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

PRINCIPAL
D.N.R. COLLEGE
BHIMAVARAM.