

**OFFERLETTER**

Date: 27<sup>th</sup> May, 2022

Dear **KUNNALA MADHAVI**,

We are pleased to offer you an employment in our organization as **"Executive – Operations"** and your starting date will be confirmed after a completion of graduation.

Your Total Cost to Company (TCTC) per month, including all other benefits, will be INR Rs. 1,80,000 PA. As discussed, your joining date will be on 01-08-2022, 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 Smart Training Resources 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

Please sign and return duplicate copy of this letter in token of your acceptance.

We wish you a successful career with us.

For **SMART TRAINING RESOURCES INDIA PVT LTD**



**B. Priya Lekha**  
Director

I accept the offer and shall report to duty on or before 8-08-2022

*K. madhavi*  
Signature of the Candidate

*Principal*  
**PRINCIPAL**  
**D.N.R. COLLEGE**  
**BHIMAVARAM.**