

DATE: 05/02/2023

Candidate Full Name: **KOTHA JYOTHIRATNAM**

Sub: **OFFER LETTER**

Dear :KOTHA JYOTHIRATNAM

We are pleased to offer you the position of **SUPPORT ENGINEER** in our **SBI PROCESS TEAM** based at **BENGALURU**

Your immediate supervisor will be **RAVINDRA NATH** We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs2.00 LPA** subject to tax and other statutory deductions
- **Work Incentive:** As per the prevailing company scheme
- **Business Travel allowance and reimbursements** as per company policy.

This offer letter is valid till **03/07/2023** please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **BENGALURU**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For **ALLSEC TECHNOLOGIES**



HR MANAGER



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