

DATE :15/04/2023

Subject: Offer of Employment

Dear GANDIKOTA LAKSHMI SURENDRA,

With reference to your application and subsequent discussion you had with us, we are pleased to appoint you as '**Software Engineer**' in our organization.

For your information, you will be on probation for a period of **six months**. After the probation period you will be confirmed on company rolls based on the performance, then you will continue with annual appraisal as per company policy after twelve months.

You will be paid monthly gross salary of Rs. **18000/-** (Rupees Fourteen Thousand Rupees Only) for first **18 months** and can change depending on your performance of initial twelve months.

You are required to report to work on **,June 12, 2023 at 08:15 AM**. Otherwise this offer is treated as cancelled and become invalid. You are also required to confirm that you have accepted the offer by replying to this email.

You will receive a detailed break-up of package with applicable policies and guidelines on the day of joining along with Appointment Letter. Please contact me or Sagayanathan copied in this email if you need any further clarification.

Thanks,
Prusuttam Pandey

Associate Vice President


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