

Date: 10/2/18

LETTER OF INTENT

Dear M. Naga Anusha

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to showcase required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required process as prescribed by HGS.

Designation: - CRO Grade:- DS1 Process Name: - NH

Please bring along the following documents: (Originals + 2 Sets of photocopies)

1. Updated copy of the resume.
2. 8 Passport size photographs in white background.
3. PAN Card.
4. Aadhar Card
5. 10th, 12th & Degree/Diploma Mark Sheets (Each Semester / Each Year wise)
6. All employment experience/Acceptance of resignation letters, last 3 months pay slips.
7. Letter Of intent (LOI)

Proposed salary: - Annual cost to the company. 1.3 lpa

Note: → Monthly gross salary of INR 21000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Recruiter Name & Sign.:-

Praveen
10/2/18

Date: -

Please note that this LOI is subjected to review and change as per company HR policies.

ops of client pending