

PROIU Technologies Pvt Ltd

May 2023

Subject: Offer Letter for Employment at Idea Usher

Dear Abinash,

Congratulations! With reference to your application and subsequent interview with us, we are pleased to offer you employment for the profile of **“UI/UX Designer”**. We hope you will enjoy your role and make a significant contribution to the success of the business. Your annual CTC will be **INR.3.60 lac**.

Your working hours would be from 10:30 am to 7:30 pm, Monday to Friday.

The hours can be extended and holidays can be revoked for meeting project deadlines and completing the work.

We would expect you to join on **15th May 2023**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon by us in writing.

This offer has been made based on information furnished by you. However, in case of any deviations, we retain the right to review our offer of employment or terminate your employment after joining.

Also, the **minimum period of employment is 12 months and thereafter 3 Months of notice period** in case you wish to part ways from the organization.

You are required to submit a copy of all the documents mentioned in Annexure – A of the Offer Letter at the time of joining.

A detailed employment policy document would be issued once you join us.

We congratulate you on your appointment and wish you a fruitful start of your career with us. We assure you of your professional development and growth with PROIU Technologies.

Thanks & Regards,

HR Manager, PROIU Technologies Pvt Ltd

Email: hr@ideausher.com

Phone: +91-8968091818 | +91-9463407140

Annexure - A

As part of the joining process, you are requested to submit1 photocopy each of the following documents on the day of joining.

Documents:

1. SSLC (X Std.) Marks Card / Birth Certificate
2. Degree / Diploma / Highest qualification certificate along with marks card (all semester)
3. Relieving letter from the previous organization or Accepted Resignation letter (if applicable)
4. Experience letter (if applicable)
5. Passport copy or any other valid identification document
6. Form 16 (Income Tax) from your last organization (if applicable)
6. One Passport size photograph.