

ARETE SERVICES

An ISO 9001:2008 Certified..



40-5-10/A,
Beside DV manor,
Tikkle Road,
3 rd floor, Spice-Inn Building,
Vijayawada-520010

Date: 25-03-2019

Sub: Offer of Employment

Dear **P.Sravani**,

Firstly we would like to thank you for your interest in an opportunity with Arete Services. Based on our discussions, we are pleased to offer you the position of **Software Trainee**. Your initial base location will be **Vijayawada**.

Your annual gross compensation, calculated on a cost-to-company basis, is Rs.2, 60,000/-plus Incentives as per your performance.

You are requested to join us on or before **10th April,2019**. In the event of non-compliance with this, the offer will automatically stand withdrawn.

On the day of joining you are requested to report to **Keerthi.N**. Annexure I lists the documents required to complete the joining procedure. Request you to carry the original documents (for verification) along with an additional copy, as specified.



PRINCIPAL
Sumathi Reddy Institute of Technology for Women
Ananthanagar (V), Hasanparthy (M)
WARANGAL 506 37 ITS

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Kindly sign/acknowledge and return the duplicate of this letter as a token of your acceptance.

We welcome you to be a part of **Arete Services** team and to experience an environment of mutual learning and growth.

Yours faithfully

For Arete Services,


Keerthi.N
Hr Manager

I accept the above offer and my date of joining is : _____

Signature: _____



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ANNEXURE I

JOINING CHECKLIST (FOR CANDIDATE)

1. Photocopy of Birth Certificate, S.S.C. Certificate, School Leaving Certificate
2. Photocopy of all the Mark sheets / Consolidated Mark sheets
3. Photocopy of Degree & Post Graduate Degree certificate
4. Previous employment relieving & experience letter.
5. Certificate of last drawn salary, salary slip
6. Form 16 (if applicable)
7. Photocopy of first & last pages of Passport (with ENCR stamping)
8. PAN card
9. Three stamp size and three passport size photographs (with blue background)
10. Dependents passport size photograph (two numbers) for Medical insurance
11. Proof of Current and Permanent Address
12. Physical Fitness Certificate
13. Photocopy of a Four wheeler driving license (if available)

Note: You will be required to sign an 'Employee Confidentiality Agreement' effective from your date of joining. This Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained/made during your tenure with the Company, could and shall be utilized by you only in the beneficial interests of the Company.

Please carry all original documents along with an additional copy wherever mentioned above, on the day of joining. Kindly note that salary payout will be processed only after completion of all joining procedures.



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