

Sub: Letter of Intent

Dear Syed Ahmad Ashraf,

Congratulations!

We are happy to inform you that we have decided to offer you the position of "Associate Recruiter" at our **Noida** office for our US Staffing Operations.

Please accept this as a formal offer letter from **Artech Infosystems Pvt. Ltd.**

You will be required to join us on **20th June, 2022**. Your total cost to the company would be **INR 4,68,000 (Four Lakhs Sixty Eight Thousand Only- Including Benefits) Per Annum**. You are entitled for a monthly gross salary of **INR 30,000**.

During your traineeship period of initial two months, you will be designated as "Trainee – RPO" and post successful completion of training as an "Associate Recruiter".

You will be governed by the rules and regulation and such other practices, systems, procedures, and policies framed by the company from time to time. You will also be governed by the statutory laws enacted by the Local Authority/State or Central Government as applicable to you from time to time. You are advised to make yourself familiar with the company's rules and policies.

We would request you to make necessary arrangements in your organization and complete all the formalities before that since your joining date will not be extended in any case.

Please carry all the original documents as listed below at the time of joining, along with one set of photocopies:

1. Copies of Certificates in support of your Qualifications
2. 5 Passport size photographs
3. Photo ID Proof, like (PAN Card, Driving License, Voter ID, Passport, Credit Card with Photo)
4. Permanent and Local Address Proof
5. Pan Card Number and Copy
6. Aadhar Card Number

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