

OFFER OF EMPLOYMENT

June 23, 2017

Mr./Ms. Sneha A,
No.28, Vinayaka Maistry Street,
Sowcarpet,
Chennai-600079, Tamil Nadu,
India

Dear **Sneha,**

Thank you for exploring opportunities with Matrimony.com Ltd **It is our pleasure to welcome you on board.** What fuels Matrimony.com is the culture of entrepreneurship, passion and ethics that permeates across our enthusiastic and committed workforce, with top notch professionals at the helm of affairs. Our consistent track record for constant innovation and cutting edge products has won us millions of customers and global recognition. Matrimony.com prides itself on providing an open environment that fosters growth and personal development.

We are glad to offer you a position in our company as **Executive - Hr**, based out of **Beliciaa Towers**.

The offer is valid for **7 days from date of offer**. Please respond with a written confirmation regarding your date of joining on or before June 27, 2017.

We wish to share with you the detailed Terms and Conditions (Annexure A) which will govern your employment. All employment Terms and Conditions are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

You are requested to submit copies of the following documents on your joining date. Please note that your appointment is subject to satisfactory validation of your credentials.

- i. **Education Certificates (X, XII, Degree/Diploma certificates)**
- ii. **Resignation Acceptance/Relieving letter from your current employer**
- iii. **Salary Certificate/pay slips from your current employer**
- iv. **Experience letters from your previous employers**
- v. **Four passport size and 2 stamp size photographs**
- vi. **Identity proof (Passport copy/voter ID/Driving License or any other government ID proof) with photograph**

Please read and comprehend the Offer letter in its entirety. The offer letter is enclosed in duplicate and you are requested to sign the duplicate copy of the letter, which will be submitted to our office on your date of joining.

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

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