

2019



RV MATRIX

OFFER LETTER

To

22<sup>nd</sup> July 2019

Ms. Madhumitha Manoharan,  
44/21, Ramasamy Street,  
Ayanavaram,  
Chennai,  
Pin - 600023

Dear Madhumitha,

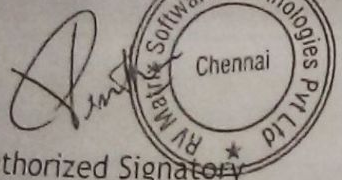
We are pleased to inform you that you have been offered a post as "HR Executive" by our Company. Please find annexed herewith the details of the salary package offered by us. If you choose to accept this offer, you are kindly requested to be present in our office on 22<sup>nd</sup> July 2019 along with the following documents.

- Your ID proof and address proof (AADHAR/PAN card is compulsory)
- Copies of certificates of 10<sup>th</sup> Class, +2, Under Graduation, Post- Graduation and any other Diploma or Certificate course you have studied
- Certificate of experience given to you by your previous employer (Not applicable for freshers)
- 3 months' pay slip from your previous employment
- Telephone number of yourself, your parents/guardian/spouse
- Two passport size photographs.

We look forward to your joining duty on 22<sup>nd</sup> July 2019. The duplicate copy of this offer letter duly signed by you may be submitted for our records.

Sincerely,

For RV Matrix Software Technologies Pvt. Ltd.



Authorized Signatory

Head - Human Resource

I hereby accept the above-mentioned terms and conditions.

Name: Madhumitha Manoharan Signature: Madhumitha Date: 22/07/2019