



9th August 2017

Ref No: Hyd/HR/R&S/OL/17/406

To

Teja Naga Venkata Siva Karthik Kagitha
15-128/4 Main Road, Near Gandhi Bazar,
Veeravasaram, Hyderabad

Dear Teja,

Further to your interview discussion, we are happy to offer you the position of **Software Engineer, Associate** with “**Infor (India) Private Limited**” subject to the reference check and background verification done by Infor India.

Your place of posting will be **Hyderabad**, and we expect you to join us on **21st August 2017**.

Your Salary will be Rs. **370008/-**per annum (Rupees Three Lacs Seventy Thousand and Eight per annum) Only.

Your employment with us is contingent upon the submission of the following documents on the date of joining: -

1. **Photocopies of all your educational certificates along with originals for verification purpose.**
2. **Photocopy of your passport.**
3. **3 passport size colored photographs.**
4. **Photocopy of PAN Card and Aadhar Card.**
5. **Name on PAN card, Aadhar Card should be in the same format and Date of Birth of Aadhar should be with Date / Month / Year format.**
6. **Photo copy of Address Proof (on Permanent address we need any one of the following- Electricity Bill, Telephone Bill, Driving license, Adhar Card etc., compulsorily).**

Please note that this is only an offer letter and a formal letter of appointment will be issued to you on the day of your joining the organization. You can get in touch with the undersigned in case you need any clarifications.

We request you to confirm your acceptance of the offer via e-mail, phone, fax or post. We look forward to having you on board by the date mentioned above.

Thanking you

Regards

Renu Ganotra
Director HR, India
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