

OFFER LETTER

Dated: January 4, 2022

Dear James,

With reference to your interview at ABC Corporation on May 10, 2020 we are happy to inform that you are selected. We would like to offer you profile of **Sales Executive**.

Your effective date of joining will be **February 01, 2022** at an annual CTC of **USD: 48,000 / annum** including fixed and variable salary components. You must accept this offer within seven days from the date on letter failing which the offer will be considered cancelled automatically. Additionally, you must also send copy of resignation (if applicable) as part of the process.

Please come at the address below with required documents mentioned at the end of the letter.

Company Location

ABC Corporation

329, Carrot lane, Colorado - Texas

Feel free to write an email to connect@downloadfort.com for any inquires or assistance.

Documents required at the time of Joining

- 1) Government ID proof (Photocopy + Original for reference only)
- 2) Address Proof (Photocopy + Original for reference only)
- 3) Education certificates - School, Graduation / Post Graduation (if any)
(Photocopy + Original for reference only)
- 4) Additional qualification certificate photocopies (if any).
- 5) Previous work experience and relieving letters



Authorized Signatory

ABC Corporation

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