



KAD e-Technologies Pvt. Ltd.

Reg.Off.: C-17, Shiv Moti Nagar, Navlakha, Indore – 452001

(M.P.) INDIA Ph. : +91 98260 76169,

Works: 212, B.M. Tower, Sapna Sangeeta Road,
Indore- 452001 (M.P.) INDIA Ph. : +91 731 4082401

Date : 14.11.2022

To,
Ms. Aastha Choudhary
INDORE

Sub: Job offer

Dear Ms Aastha

We are pleased to offer you the position of **Data Reco Admin** in our company based at **Sapna Sangeeta road, Indore.**

Your date of joining will be 21.11.2022. You have to report Ms. Nehal Panchaity at the time of joining and for your regular works. We trust that your knowledge, skills and experience will be among our most valuable assets. As discussed, you will be eligible to receive the following beginning from your joining date:

- **Salary:** Annual gross starting salary of **Rs. 1.8 Lac Annual CTC**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

Please send us a signed copy or mail of confirmation indicating your acceptance to join and resignation acceptance letter from your current employer.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in BM tower-**Indore** office.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address (7) ID proof (8) Copy of cancelled cheque / NEFT details.

We look forward to welcome you on board.

Sincerely,

KAD e-Technologies Pvt. Ltd.

(Authorised Signatory)