

Date:- 19/03/2021

To,
Mr. Rutuja Porekar

LETTER OF OFFER

Dear Rutuja.

Congratulations!!

We are pleased to offer you an Employment with **M/s Apex Actsoft Technologies Pvt Ltd** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Jr. Executive – BD & Sales** will be based at our Thane office.
2. Your date of commencement of Employment will be on or before 21/4/2021
3. You will be entitled to receive compensation and benefits CTC of Rs. 18000/-per month).
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you within a week from your joining.
5. You will be on probation for a period of Six months from the date of joining.
6. Please bring along the below listed documents / details (xerox Copies) on your day of joining.
 - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
 - b) Academic Certificates (all from 10th to Highest)
 - c) Resignation Letter with acknowledgement (if applicable)
 - d) Relieving letter from previous employer (If applicable)
 - e) Pan Card copy (two copies)
 - f) Aadhar Card copy (1 copy)
 - g) Proof of compensation last drawn (If applicable)
 - h) Six passport size photographs (White background)
7. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us

Yours truly,
For Apex Actsoft Technologies Pvt Ltd

Authorized Signatory



Apex Actsoft Technologies Pvt. Ltd.

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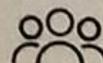
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Vibrant Years
of Experience



12500+

Satisfied
Clients



175+

Young and
Competent Team



1450+

Successfully
Deployed Projects



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Modern Offices
in Maharashtra