
RE: Offer Letter Accepted

From Paulami Mukherjee <paulami.mukherjee@outlook.com>

Date Tue 2020-01-14 10:46

To Pooja <admin.p@omsoftware.net>

Cc hr@omsoftware.net <hr@omsoftware.net>

Bcc Paulami Mukherjee <paulami.chatterjee@gmail.com>

Greetings of the day!

I am very happy to receive the Offer Letter for the position of 'Human Resource & Client Relationship' at Om Software Internet Solution Pvt. Ltd.

I hereby accept this offer of employment and can join from 20th January, 2020.

I sincerely thank you for this opportunity and look forward to being a part of Om Software family.

With best regards,
Paulami.

Sent from [Mail](#) for Windows 10

From: [Pooja](#)

Sent: 13 January 2020 18:13

To: '[Paulami Mukherjee](#)'

Cc: [hr@omsoftware.net](#)

Subject: Congratulations !!!! Selection for HR & Client Relationship Profile !!!

Dear Paulami,

We are delighted to inform you that you are selected for the position of **HR & Client Relationship** at **OM Software Internet Solution Pvt. Ltd.** Balewadi , Pune in our organization. This offer letter outlines the basic terms of our offer. We would like you to start on **January 20th, 2020 Monday** at 09:00 AM, expected to report duty on: Om Software Internet Solution Pvt. Ltd, Pune. **Reporting Manager : Ms. Sonal Andotra.**

1. Our offer:

- 1.1. This offer is valid for a period of 2 (two) days from the date of issue of this offer letter as indicated above.
- 1.2. Your execution of this offer letter shall signify your acceptance of this offer. For commencing your employment with us, you shall have to execute Appointment Letter, Non-Disclosure, Non-Compete,

2. **Probation:**

You shall be on an initial Probation for 6 (six) months until July 20th, 2020. Yearly review based on Performance. You will not be entitled to any paid leave during your probation period if you are taking leaves during your probation period your probation period may extend in a ratio of 1:3 (1 Day of Probation = 3 Days) of Extension in your probation period. During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training /employment can be terminated by the Company with 7 days' notice, if you have been terminated from the employment due to not meeting the desired performance or completing the job or taking unauthorized leaves which causing delay in your work completion / project completion , not performing well in your training, not meeting the minimum criteria to fulfill the assigned job ,your salary will be calculated based on your basic pay, you will not be paid for the project incentive and other allowances.

3. **Work timings:**

You shall work 5 days (Five) days a week from Monday to Friday from 09:00 AM to 6:00 PM.

4. **Notice Period:**

In case, you want to leave this organization for any personal or professional reason, you need to inform HR Department before 60 days.

5. **Duties:**

- 5.1.1. You shall be required to perform the duties as assigned to you from time to time by us and as is customary to your position.
- 5.1.2. You shall perform your duties diligently and shall display high standards of ethical conduct at the workplace.

The parties herein shall be governed by the laws of India and the courts of Delhi city of your place of work shall have exclusive jurisdiction over the parties.

As part of the joining process, you are expected to submit, copy of following documents on DOJ for verification:

- 1. Relieving letter & Experience Certificate from your previous Employer/Employers(If any)
- 2. Salary certificate/supporting document [last three months]
- 3. 10th, 12th Graduation, Post Graduation certificates and marks sheet
- 4. Pan Card ,Driving License/Passport, Aadhar card
- 5. Last employers' PF Membership No. (If applicable)
- 6. Form No. 16/Salary Certificate disclosing as though in the Form No. 16 from the previous employer/s.(If applicable)
- 7. Photographs (2 Passport Size).
- 8. Current Address proof + Permanent address proof. (Electricity Bill Copy)
- 9. Parents/ Wife/ Husband Adhar Card Copy.

We will arrange to issue to your other necessary letters, once you will be onboard .

Please confirm your acceptance of this offer.

Looking forward to your joining in the OM SOFTWARE FAMILY! An enduring relationship with you!

Thanks & Regards

Pooja| **Admin Executives**

OMSOFTWARE PVT LTD | WE BUILD WEB & APP , THAT BUILD YOUR BUSINESS

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