

Hello Ivy,

This mail is in reference to the interview and selection process that you appeared with us.

As per the same , we are pleased to inform you that, you have cleared it.

Hence, as discussed and agreed , we are sending this Offer of Employment to your good selves :

POSITION : Analyst.

LOCATION : Kolkata.

ADDRESS : Archetive Solutions Private Limited, 3 Touchstone Tower, 6th Floor, EN 10, Sector V, Saltlake, Kolkata – 700 091, West Bengal, India.

DOJ : 26th April, 2021.

Annual CTC : 1,80,000 Per Annum.

Shift : Night shift or Any Other as per Company Requirement.

Your official joining date will be 26th April,2021 beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

Your Shift timing presently will be from 8 AM – 5 PM. As such you would be required to report at 8 AM every day. Should there be any change in timings , you will be informed about the same.

Your association and employment will be governed by the Employee related Policies and Guidelines of the Organization.

On or before you date of joining , you are requested to furnish copies of the documents enlisted as follows :

1. Photo ID proof (PAN card & Aadhar card)
2. Copies of Educational certificates (Final Mark sheet & Pass Certificate)
3. Relieving letter from all previous Company's/ Resignation Acceptance letter, if applicable
4. Appointment letter of the previous employers and salary revision letters, if applicable

5. Last 2 months pay slip received from the previous employer, if applicable
6. 5 passport size photo
7. Soft copy of 1 passport size photo with white background.
8. Aadhar Card of Family Members (Dependents) .

A formal Appointment Letter will be issued, post your joining and only after Completion of the BGV satisfactorily, which will contain terms and conditions with employee agreement letter, which will be binding on both sides.

Your appointment will be based on information furnished by you. However, if there is any discrepancy in the copies of documents/certificates or negative background check on the documents/certificates submitted by you ,we retain the right to review our offer of employment.

We congratulate you on your appointment and look forward to your becoming a part of Archetive Family.

Thanks & Regards,
Anant Pradhan
Manager - HR

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