



**Date: 18-12-2021**

Ms. Ritika Chauhan,  
116-D,  
Dhawalgiri Apartment,  
Sector 11,  
Noida - 201301

Dear Ritika,

With reference to your application and subsequent interviews you have had at **CashurDrive** we are pleased to inform you, that you have been selected for the post of **Executive- Client Servicing** in our **Sales & Marketing department**. You will be deemed to be under probation for a period of 3 months.

As discussed with you, your employment will be effective from the date of joining i.e., **2<sup>nd</sup> January, 2021**. Your annual CTC will be **Rupees 3,31,200** per annum (Three Lakh Thirty-One Thousand Two Hundred per annum).

Your Offer would be subjected to final approval and Reference Check, In Case the Approval or Ref. Check turns negative, your candidature would be deemed null and void.

Please report to office address at 10:30 am on the date of joining and carry all documents mentioned below:

- 1 Relieving letter from the last employer or Acceptance of Resignation
- 2 Last salary slip / Proof of salary of the previous organization
- 3 Four Passport size photograph
- 4 Proof of Date of Birth and Residence (Aadhaar card mandatory)
- 5 Photocopies of educational qualifications (10th std onwards)
- 6 Bank account details (Cancelled cheque/ Passbook copy)
- 7 Medical fitness certificate

Please sign a copy of this letter to acknowledge receipt as well as token of acceptance.

If acceptance is not received within 1 days of the date of offer, it will be considered cancelled.

Kindly carry the offer letter with you on your day of joining.

Yours faithfully,

**HR Manager**  
**CashurDrive Marketing PVT LTD**