

To,
Reha Murthy
3, New Friends Colony,
Khat Road,
Bhandara.

Date: January 7, 2020

Sub: Offer Letter

Dear Reha,

We are pleased to offer you the position of **"Fraud Prevention Representative III"** in our organization at a CTC of **Rs.28,500/-** per month.

Both employer and employee contributions of PF and ESIC would be part of your CTC.

Your appointment is subject to the successful completion of a 30 day training program at TTEC. This offer is contingent upon your submission of original academic and/or the following employment documents:

- Four (4) passport size colored photographs
- Originals and photocopies of academic certificates including SSC, HSC and degree/diploma mark sheets, school leaving certificate, etc.
- Appointment/Offer letter, relieving letter from your previous organization and salary slips for the last three months – if applicable
- A copy of your PAN card and Aadhaar Card (if you don't have one, apply immediately as it is mandatory)
- ESIC, PF & UAN number of previous employment (if applicable)
- Photo ID (passport/driving license/voter ID/PAN/Aadhar card)
- Address Proof (latest bank statement with photo attested/electricity bill/gas bill)
- References for background checks (Email addresses and phone numbers of HR and your Reporting Head in your previous organization – if applicable);
- Date of Birth & Aadhaar card Copy/Number of your parents/spouse & Children
- Medical Fitness Certificate in the provided format (Original copy)

Per the organization's policy:

- There will be a probation period of six months from the date of joining. The organization will review your performance after six months and confirmation will be done basis that
- In case, if Employee Resigns/ Leaves the Company without serving notice period of 30 days, the company will have the right to retain all the dues payable to the employee and adjust the same against the shortfall in the above said notice period of one month
- In case of No Call No Show within the probation period, the Company reserves all the rights to terminate your services at any time. In this case the Company will have the right to recover the amount equivalent to one month salary (Cost to company) in lieu of the notice period of 1 month
- Considering the Business need, you may be transferred to any other program without any prior notice
- **You will not be able to join the organization if you are unable to submit PAN and Aadhar Number on your Date of Joining**

Congratulations! We look forward to working with you.

Sincerely,



Badal Palkhiwala
Senior Manager, Talent Acquisition

I accept the above offer and will join from January 17, 2020 – 9:30 am.

Sign

Reha Murthy

TTEC INDIA CUSTOMER SOLUTIONS PRIVATE LIMITED

(Formerly Motif India Infotech Pvt. Ltd.)

TTEC Ahmedabad, Opp. L. J. College, Off S. G. Road, Makarba, Ahmedabad-382210, Gujarat, India. Phone: 91-79-2656-9828, Fax: 91-79-2656-3825, Website: www.ttec.com

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