



To: R. RAJITHA
C/O: K.P. RAYI
B-2, JAYVICTORY

Date: 24-03-2024

Dear Sir,

Job Offer Letter

With reference to your application dated 22-03-24, further discussion and interview held with you for the position of **Customer Care Executive**, Chennai, Tamilnadu.

You have been provisionally shortlisted for the above position and you would be called for final round of interview at a convenient date and time with our client at **Customer Care Executive**, Chennai, Tamilnadu.

Kindly submit the following **Documents** for verification and record:

- a) 100 recent stamp b) Aadhar card c) Latest 2x2 inch Photo card
- d) Bank Account e) Free passport size photos f) One family photo
- g) Travel Pass h) PAN & Class i) Birth date

If any of the above documents submitted by you, are found false in the future date, your appointment would be void and void.

We look forward to you joining the Organization.

For Sigma HR Services Private Limited

A. Lakshmi

Authorized signatory

I accept and would join on 24/03/24

Name: **R. RAJITHA**

R. Rajitha

If you have any queries kindly contact: 9889475775

PLACED BY A. Lakshmi
9889475775

