

**FSMS/HR/107/25-26**

**2025-06-27 15:21:00**

**OFFER LETTER**

**Mr . \*ARUNA R \***,

**Chennai**

Dear**Mr ARUNA R** ,

With reference to your application and the subsequent interview you had with us, we are immensely pleased to inform you that you have been offered as detailed below:

**Designation :Admin & Receptionist**

**Functional Reporting to :Finance**

**Administrative Reporting to :UNITII**

**Location :Chennai**

**Gross Salary : 5000.00**

**CTC : 50000.00**

**Payementdescription :FBasic**

You are requested to report to duty on or before **2025-06-27 15:21:00** . As a token of acceptance of the proposed offer, you are requested to sign a duplicate of this letter of offer and forward the same to us within a week from the date of receipt.

On behalf of the organization, I would like to extend a warm welcome to you. We hope that your association with us would be long, fruitful and a rewarding one, both professionally and personally.

For

**Sindoori Management Services Pvt Ltd.**

**Rajesh Thomas**

**General Manager - Human Resources**

**Annexure I**

**Standard Terms and Conditions**

1. You will be on Probation for a period of Six Months from the date of joining.

2. Your Performance will be appraised at the end of Sixth Month. Upon successful completion of the probation period, your service would be confirmed and the same would be intimated to you in writing.

3. During probation period, separation will be One Month notice and Two Months

after Confirmation (either Notice or Salary in lieu of Notice).

4. The initial place of posting would be in HQ - Chennai , but you are liable to be transferred to any of our operational locations, depending on the needs of the business.

5. You are requested to submit the following documents on the date of joining.

5.1. Photocopies of your educational Certificates.

5.2. Photocopy of your age Proof, ID Proof & Address proof.

5.3. Recent passport size photograph of self 7 Nos. 5.4. Photocopies of documents supporting previous experience Letter & Current organization relieving letter. 5.5.

Provide Salary Certificate/ Salary Slip for the current organization.

5.6. Photocopy of this letter of offer duly signed by you as a token of acceptance of the same.

5.7. Provide the medical fitness certificate, Signed by a registered medical practitioner.

6. During the period of service, you cannot commit yourself to serve in any other Organization, directly or indirectly (paid or unpaid) without the written consent of the Present Employment.

7. Your services could be terminated with immediate effect if you are found to be indulging in an activity, which hinders the business of the organization in any form.

8. Confidentiality of data under your purview is your responsibility and you are to requested to maintain secrecy of data with due diligence at all times.

9. Any breach of trust and deviation from the aforesaid terms and conditions would initiate Disciplinary proceedings against you.

10. You will be covered by the terms and conditions applicable as per your Employment Appointment Letter.

11. You are entitled for all the benefits, as per your applicable Grade.

For

**Sindoori Management Services Pvt Ltd.**

**Rajesh Thomas**  
**General Manager - Human Resources**

CTC Break up for **\*Manager\***

**Designation: \*Manager Designation\*;Grade (M6)**

{{Salary details}}

**Note:** GMC & OP Medical Claim will eligible post your confirmation only.

P.S. Your remuneration is strictly confidential between you and the organization and any breach of this confidentiality on your part would be viewed seriously.

I hereby accept the all the above mentioned terms and condition & CTC offered by you.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature:

\_\_\_\_\_

For

**Sindoori Management Services Pvt Ltd.**

**Rajesh Thomas**  
**General Manager - Human Resources**