

LETTER OF INTENT

Dear Mayank,

This is in reference to **Campus Recruitment Drive** held by **Collabera Services Pvt. Ltd** on **03/12/2019** at **Techno India NJR Institute of Technology, Udaipur, Rajasthan**, and subsequent interview you had with us for the position of **Technical Recruiter** in our organization to be based at Collabera Services Pvt Ltd. Baroda Office.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon. Your salary structure and allowances will be given with your Offer Letter as mutually agreed. On joining you will be required to furnish:

- Accepted Offer Letter Copy
- Educational Mark Sheet Copies
- Educational Degree Copies
- Seven (7) Passport Size Photographs
- Pan Card Copy
- ID Proof (Driving license/ Voter ID/ Ration Card/ Passport/ Aadhar Card)
- Updated Resume

You shall join the services of the Company as per the joining date given in your offer letter. You will be under probation for 6 months from your date of joining. We shall appreciate your confirmation/acknowledgement to this communication last by 19th December 2019. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication will be considered thereafter.

Please reply to this email as a token of your acceptance.

For Collabera Services Pvt. Ltd.

Shalin Thacker

Associate Manager Corporate Recruitment

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