

**OFFER LETTER**

**athena**  
**bpo**



**Date: 11<sup>th</sup> July-2022**

**Dear: Roshan Ramavadh Yadav**

This has reference to your interview with us. On the basis of facts mentioned, we are happy to offer you the position of **Tele Marketing Executive** reporting to Manager Operations-Gross Salary **15.316/-**.

You are requested to join us on or before **11<sup>th</sup> July-2022**. In case you do not join us as per the date mentioned, this offer will stand withdrawn immediately, without further information to you.

**Terms and Conditions:**

- Salary will start from the actual date of dialing and Appointment letter will be issued accordingly.
- Training duration can be between 7 days to 21 days depending upon the process you will be assigned to & complete documentation. (Actual Training date will be considered from the day Training starts)
- Leaves are not provided during training period. In case of emergency, approval/info to Trainer/Supervisor is mandatory.
- This offer letter is valid subject to you successfully passing the training and certification process. In case you do not clear the training and certification then this offer letter is deemed to be null and void.
- Your working time would be from 9.30 am to 6.30 pm / 10 am to 7 pm & 6 days working.

Please bring the following supporting documents at the time of joining:-

- Mark sheets of 10<sup>th</sup>, 12<sup>th</sup>, Graduation and Post Graduation (if applicable).
- Driving License / Passport/ Birth proof- (for Photo, Address & Birth Identification).
- Appointment Letters (Last Employer), Relieving Letter / Resignation Letter.
- Last two salary Slips.
- Photocopy of PAN (if applicable).
- 6 passport size Photographs.

Kindly acknowledge this letter as a token of your acceptance.

Thanking you.

For Athena BPO Pvt. Ltd.

(HR)



Name: **Roshan Ramavadh Yadav**

I accept the offer:

Sign: 



**Athena BPO Pvt. Ltd.**

**CIN : U51900MH1993PTC070252**

Regd. Office : 123, Creative Industrial Estate, Sunder Nagar, Kalina, Santacruz (E), Mumbai - 400 098. Website : [www.athenabpo.com](http://www.athenabpo.com)

Corp. Office : 3rd Floor, Symphony IT Park, Behind Ice Factory, Off Saki Vihar Road, Chandivali, Andheri (East), Mumbai - 400 072. Tel.: 022 39859757

Bengaluru Office : No 7, 17th cross, K R Road, BSK 2nd Stage, Near Uma Maheshwari Temple, Bengaluru - 560070.