



14-Jun-19

Ref No: Hyd/HR/R&S/OL/19/357

To

Sai reddy Velagala
8-565, Goluguri veerreddy street,
near ragavendra eye hospital, raverlapalem,
Aandhra pradesh 533238,

Dear Sai,

Further to your interview discussion, we are happy to offer you the position of **Consultant, Associate** with “**Infor (India) Private Limited**” subject to the reference check and background verification done by Infor India.

Your place of posting will be **Hyderabad**, and we expect you to join us on **15-Jul-19**.

Your employment with us is contingent upon the submission of the following documents on the date of joining: -

Your Date of Joining will be on hold / postponed if you are not bringing below Original Documents at the time of joining.

1. **Originals Documents & One photocopy of**
 - Education - SSC, Intermediate, Degree & PG (as applicable)
 - Personal IDs – Aadhaar Card, PAN Card, UAN Card, Driving License, Voter ID & Passport etc
2. **3 passport size colored photographs and Form 16 or Final Tax Computation sheet.**
3. **Name on PAN card & Aadhaar Card should be in the same format and Date of Birth of Aadhar should be in DD/MM/YYYY format.**
4. **Photo copy of Address Proof (Permanent address proof of any of the below is mandatory- Electricity Bill, Telephone Bill, Driving licence, Aadhar Card etc)**

Please note that this is only an offer letter and a formal letter of appointment will be issued to you on the day of your joining the organization. You can get in touch with the undersigned in case you need any clarifications.

We request you to confirm your acceptance of the offer via e-mail, phone, fax or post. We look forward to having you on board by the date mentioned above.

Thanking you

Regards

Renu Ganotra
Senior Director HR, India
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