

# KALP SOFTWARE & SYSTEMS

FLAT No. 902 B Wing, ALANKAPURAM PHASE-3, WADMUKHWADI, MAHARASHTRA, PUNE - 412105.

22-23

Dear Kiran,  
Address - Kasaba, Karbhari Nagar,  
Baramati, Pune - 413102.  
Mobile No .9834432402.  
[Khairekiran142@gmail.com](mailto:Khairekiran142@gmail.com)

## Letter of Offer

03<sup>rd</sup> Jan 2023

With reference to your application and interview at our end, we are pleased to offer you the position of **Trainee Product Engineer**.

You should accept this job offer, as per company policy and you will be eligible to receive benefits and reimbursements as stated in this document.

Your appointment as Trainee Product Engineer will be effective from 05<sup>th</sup> Jan 2023, You shall join the Company on the same date. In the event of you not joining on the given date, this offer shall be considered as revoked.

This offer is depend upon our receipt of your educational documents, photocopies of your certificates as stated in your resume, address proof.

We are offering you Monthly fixed salary INR. 13000/- without any deductions and local conveyance as per companies policy.

**Training Period** : 3 Months

**Probation Period** : 9 Months

**Confirmation** : 12 months

**Hours of work** : Monday to Saturday, at 09:30 am to 06:00 pm

**Reporting** : Manager Design

**Notice Period** : 2 Months (From date of acceptance of your resignation)

### **Holidays and leaves:**

1. You are not provided with any kind of paid leaves in the training period, However you will be entitled to avail all company holidays
2. As per company policy, 2 leaves shall be added in your account every month once you complete your training period.

### **Terms of the Employment :**

1. As a member of KalpSoft's team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations.

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[kalpsoftandsystems@gmail.com](mailto:kalpsoftandsystems@gmail.com)

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