



OOAcademy Pune

Offer Letter

Mrunal Jadhav
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Date : 20 Jan 2021

OOAcademy is pleased to offer you the position of, **Content Writer For Website Developing**. Your skills and experience will be an ideal fit for our **Website Developing** Department.

As we discussed, your starting date will be Jan 13, 2021. The starting salary is Rs 5,000 (Five Thousand) per Months and is paid on a Monthly basis. On 25th Day of Every Months Direct deposit On Your Accounts.

offers a flexible paid time-off plan which includes vacation, personal, and sick leave. Time off accrues at the rate of one day per month for your Months, then increases based on your tenure with the company. If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans We look forward to welcoming you to the OOAcademy team.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,

Padamkumar Jain
(Founder & CEO)

OOAcademy Pune _____

I hereby accept the **Publication Manager**, Position in OOAcademy Pune.

Signature _____

Date : 20 Jan 2021