

Date: 27-Jun-2021

**DIKSHA SUBHASH TAYADE
ISPU02925**

Letter Of Intent

Dear DIKSHA,

With reference to our discussion held with you, we are pleased to offer you an opportunity to attend our training program. You may note that the organization has allowed you to attend this training on the understanding that you shall attend full training without absenting and shall make all efforts to qualify through the tests.

You are requested to join us on **28-Jun-2021** at **4th Floor, Giga Space Beta-2, Viman Nagar, Pune-411 014**

On the very same day, please bring the Originals & photo copies of the below mentioned documents:

- 1) **Photo Identity Proof:** (Any one of following document : Voter ID Card / Passport / driving licenses)
- 2) **Age Proof :** (Any one of following documents : X th class certificate / AADHAR CARD /Passport)
- 3) **Address Proof:**
 - **Present Address** (Any one of following documents : Ration Card/ Rent agreement with electricity and telephone bill)
 - **Permanent Address** (Any one of following documents : Ration Card/ Rent agreement with electricity and telephone bill)
- 4) **Educational Certificates :** (Class 10th & 12th Mark Sheet & Certificate, Graduation and any other applicable Academic/Professional degree/diploma)
- 5) **Experience & Relieving letters, if any.**
- 6) **Photograph :** 6 Passport size
- 7) **Copy of PAN** (Permanent Account Number) Card
- 8) **Copy of ADHAR Card** (Mandatory requirement)
- 9) **Cheque** Leaf (Mandatory requirement) with name & Mobile No written on the back side

Upon successful completion of training process, you will be absorbed as **Customer Service Executive** and will be paid a monthly CTC of Rs. **14000/-** from the start date of the training. A detailed Appointment letter will be issued to you, after successful completion of training.

Welcoming you to our organization and wishing you a successful career with us. Please indicate your acceptance by signing a copy of this letter.

For ISON BPO INDIA PRIVATE LIMITEDs

Smita Mirajkar – Deputy Manager HR

I accept the offer and understand the offer is subject to my completing the training program.

Signature