

## Letter Of Intent

Date: **October 27<sup>th</sup>, 2017**

Dear Mr. / Ms. **Priyanka Tiwari**,

We are delighted to make you the following job offer. The details of Company and Joining date will be provided by Hr Executive.

We have pleasure in giving you letter of intent in our organization as 360Webtech. With reference to your interview with us, it is our pleasure to offer you a position as **Associate Compliance Manager** (MNC) for **American Express** at **Gurugram** Location and salary will be approximately Rs. **6,50,000/-** CTC as per the terms and conditions, we discussed with you. If you agree to these terms, we would like you to join the company within 10-15 days.

The offer is made relying upon the information furnished and representation made by you. If any information or representation is found to be incorrect, the company will have right to revoke this offer at any time before your joining without prior notice.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with the company.

- Original and copies of educational certificates and mark sheets.
- Four color passport-size photos
- Salary certificate from previous employer if any.
- Relieving letter & experience certificate from previous employer[s] if any.

I also request you furnish the names and contact details of two references then the company will issue your formal appointment order.

On the date of joining, please bring the abovementioned documents for verification / submission.

This is a letter of intent on behalf of our associated companies. Formal appointment letter giving terms of your employment will be handed over to you after the joining.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Warm Regards,



HR Manager