



**Mind Loop Solutions**  
Amanora Park Town,  
Unit 336 , Amanora Chamber  
Hadapsar, Pune  
Maharashtra-411028

**DATE: 16/03/2023**

## **LETTER OF INTENT**

Dear Kushi,

With reference to your application and subsequent interview you had with us, we are pleased to shortlist you for the position of **Executive - HR** as per our discussion during interview on **16/3/2023** for a career with **Mind Loop Solutions**. The gross monthly remuneration offered to you is **INR 12,000/-** subject to meeting all operational KPI's. You are requested to report to our office address for training on **20/03/2023 at 7:00AM**.

Your joining with us is subject to:

- Having a valid Aadhaar card on date of joining
- Having a personal savings account on date of joining

In addition to this, it is mandatory to submit hard copy of the below mentioned documents:

DOCUMENTS REQUIRED	NO OF COPIES
AADHAAR CARD (BOTH SIDES)	2
PANCARD (BOTH SIDES)	2
CANCELLED CHEQUE	1
PASSPORT SIZE PHOTO	3

Work experience certificates including pay slips, bank statements and highest qualification certificates need to be submitted. It is mandatory to complete your documentation online and submit hard copy of above mentioned documents failing which your employment with us will be null and void.

Candidate will get full training stipend after completion of 30 days, payable on salary date. The Appointment letter with terms and conditions would be released after the successful validation of your documents. In case of any query feel free to contact the HR team

Regards,



**Human Resources**  
**MIND LOOP SOLUTIONS**

