



# FATIMA COLLEGE (AUTONOMOUS)

(COLLEGE WITH POTENTIAL FOR EXCELLENCE)

(RE-ACCREDITED WITH 'A' GRADE BY NAAC)

MARY LAND, MADURAI - 625 018, TAMIL NADU

**SAMPLE OFFER LETTERS**



**Cognizant**

Cognizant Technology Solutions India Private Ltd  
6th Floor, New No.165, Old No.110  
Menon Eternity Building, St. Mary's Road  
Chennai - 600 018, INDIA.  
Phone: (+91-44) 4367 5000  
Fax: (+91-44) 4386 5510

February 12, 2013

Leena Priyamani P,  
BCA - Compute Application  
Fathima Combined

Dear Leena Priyamani P,

With reference to the discussions we had with you, we are pleased to appoint you as **Graduate Trainee - IT IS** in **Cognizant Technology Solutions India Private Limited**.

During your probation cum training period of 12 months, you are entitled to an annual total compensation and benefits package of **Rs.204004/-**. This includes an annual incentive component (target) of **Rs.12000/-** as well as company's contribution of **Rs.11, 500/-** towards benefits such as Medical, Accident Insurance and Gratuity.

On successful completion of the probation period, clearing the dovetail exam and subject to you being part of a delivery project, your annual total compensation and benefits package would stand revised to **Rs. 220000/-**. This includes an annual incentive component of **Rs. 12000/-**. The Organization will continue its contribution towards benefits such as Medical, Accident Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

At the time of joining, please submit the following documents:

1. Photocopy of your certificates and mark sheets in support of your educational qualifications (10<sup>th</sup> onwards)
2. Photocopy of your passport. Please ensure that you possess a valid Indian passport at the time of joining
3. Three-passport size and two-stamp size, color photographs.

We look forward to your joining us. Please do not hesitate to contact us (email: [campus@cognizant.com](mailto:campus@cognizant.com)) for information you may need.

Please note that this appointment is subject to your securing a First Class in your Graduation/Post-Graduation.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

*V R Sriam*

Sriram V Rajagopal  
VP - Human Resources



**Corporate Office**  
85/42, Thiruvalluvarpuram, 1<sup>st</sup> Street,  
Off Nelson Manickam Rd, Chennai-94

**Administrative office**  
333, III floor, Anuradha Complex,  
Bangalore Road,  
Krishnagiri - 635 001  
Phone: 04343-646484/694899.

## OFFER LETTER

Date: 21.1.2013

Dear Mr./Ms. R. P. LAMATHYA

With reference to the campus drive we had in your college, we are pleased to appoint you as a **TRAINEE** at **DiCOM Language Management Solutions**.

You will be entitled as a **LANGUAGE TRAINER** and will be placed in a school after the training period. Your monthly compensation will be **Rs.12,000/- (Rupees Twelve Thousand Only)**. This salary may vary depending upon your performance.

**You are requested to submit the following documents at the time of training:**

1. Original mark sheets of **10<sup>th</sup> & 12<sup>th</sup>** in support of your educational qualifications.
2. Relieving letter from your previous employer. (Not applicable for fresher)
3. Your last drawn pay slip. (not applicable for fresher)
4. **Three Passport size photographs**, any one of your **ID proof** and **Address proof**.

This letter of offer will be valid up to **May 2013**. Any further extension/revalidation shall be at the discretion of the company and shall be communicated over the phone or through E-mail. Candidate will not be permitted without the offer letter.

Please do not hesitate to call us for any information@+918148475627/+917200107172.

**Training Details:**

**Period of Training:** 15 days-May 2013

**Placement:** June 2013

**Training Place:** Don Bosco Camping Centre, Yelagiri, Vellore(Dt)-Tamil Nadu

Thanking you,

**For DiCOM Language Management Solutions**

**Vasanth Kumar. R**  
Manager - Operations

Ref. No: DLMS/2013-14/TN/ 179 /CAMPUS /FATIMA/ MADURAI



B.Sc. physics

Document ID: 2003

Dear Mr. Venkatesh S,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the Wipro Software Technology Academy (WiSTA). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student – Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs 75000** to Wipro for the cost of training incurred in the event you exit/are terminated within 12 months from the date of joining, if you exit/are terminated anytime after 12 months from the date of joining you will have to pay liquidated damages of **Rs 60000** to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First year	Rs.11,500/- (*)
Second year	Rs.14,000/- (*)
Third year	Rs.19,000/-(*)
Fourth year	Rs.23,000/-(*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs 1,250** per semester. This allowance will be paid every semester except the first and eighth semester. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

Confidential

Ref No-12790920832755

Wipro Technologies

Innovative Solutions. Quality Leadership

Regd Office : Wipro Limited, Dodda Kannelli, Sarjapur Road, Bangalore - 560 035, India Tel : +91-802844 0011, Fax : +91-80-2844 0255 www.wipro.com



Cognizant

March 13, 2014

Dear Vandhana Elangovan  
Fatima College For Women  
Candidate ID - 5502354

Cognizant Technology Solutions Private Limited  
#5/535, Old Mahabalipuram Road  
OkkiyamPettai, Thoraipakkam  
Chennai, 600 096 India  
Phone: +91 (0) 44 4209 6000  
Fax: +91 (0) 44 4209 6060

In continuation to our discussions, we are pleased to offer you the role of Programmer Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (TR) of Rs.204, 004/-. This includes an annual incentive indication of Rs.12, 000/- as well as company's contribution of Rs.11, 500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Compensation (ATC) would stand revised to Rs. 220,000/-. This includes an annual incentive indication of Rs. 12,000/-. Cognizant will continue its contribution towards benefits such as Medical, Accident, Life Insurance and Gratuity as part of your Total Remuneration (TR) package.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

At the time of joining, please submit the following documents:

- Photocopy of your certificates and mark sheets in support of your educational qualifications (10<sup>th</sup> onwards)
- Photocopy of your passport. Please ensure that you possess a valid Indian passport at the time of joining
- Three-passport size and two-stamp size, color photographs.
- Permanent Account Number (PAN) along with the original card.
- Duly signed acknowledged copy of the offer letter

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note that this appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

We look forward to your joining us. Should you have any further questions or clarifications, please reach us at [campus@cognizant.com](mailto:campus@cognizant.com).

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.

*J R Sriram*

Sriram Rajagopal  
VP - HR

Received  
Original offer letter.  
E. Vandhana

Date 10<sup>th</sup> Feb 2014

Ms. Mubeen Farzana Jasmine ,  
D/O Mr.  
T-254, TNHB Colony,  
Ellis Nagar,  
Madurai-16.

Dear Ms.Mubeen Farzana Jasmine,

We are pleased to confirm the offer of employment with **Magnes Management Consultants Pvt. Ltd.**, for the position of **Trainee – Recruitment** , subject to fulfillment of the terms and conditions mutually discussed and agreed. You will be eligible for a consolidated pay of **Rs. 8,000/-** (Rupees Eight Thousand Only) during your training.

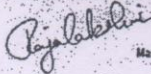
- **You are required to send copies of the following :**
  - a) Latest Passport size photograph
  - b) Photo copies of Service Certificates of your previous jobs.
  - c) Photo copies of Educational Qualification Certificates
- **On joining you will be required to furnish :**
  - a) Relieving letter and Experience Certificate from your present employer.
  - b) Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before 5<sup>th</sup> May 2014. We shall appreciate your confirmation of acceptance of the above offer latest by 14<sup>th</sup> Feb 2014. Non-acceptance before the stipulated date shall make this offer redundant automatically..

Kindly return one copy of this letter duly signed by you as a token of your acceptance of our offer.

Wishing you the very best!  
Thanking You,

For Magnes Management Consultants Pvt. Ltd.

  
Managing Director

Ms. Rajalakshmi Kandasamy  
Managing Director

(Acceptance Signature & Date)

Magnes Management Consultants Pvt. Ltd.  
#81/1.A., 1<sup>st</sup> Floor, 3<sup>rd</sup> Street, SBI First Staff Colony, By-Pass Road, Madurai – 625010  
P: 0452-4392556, E: contact@magnes.in, W: www.magnes.in



# S2 ACADEMIA

Smile & Smart

Reg No: .

Date: 20.11.2015

Sub: Appointment Letter.

Dear Ms. N. REKHA... BSC Maths (SF)

Hearty Congratulation!!!

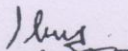
Based on your application and services of interviews you had with us, we are pleased to offer you a Position of MI Coach -S2 ACADEMIA on the following terms and Conditions.

1. You will be under probation for a period of 6Months effective from your data of joining.
2. You will be currently based out of Madurai location to cater to the Schools where the company has an agreement and the same will be communicated in Person.
3. You will be Paid a Scholarship of Rs.8000/- (Eight Thousand Only) per Month.
4. You are expected to follow the rules, regulations and discipline in the company and to behave in a manner conducive to the best interest of the company and its customers.
5. You will not discuss this agreement with any one, as well as your salary structure perks, benefits you receive from the company to one of your colleagues, friends, etc., both inside and outside the company.

Please Sign and deliver the duplicate copy of this letter as a token of your acceptance of the above terms and condition.

Wish you all the Success.

For S2 ACADEMIA

  
Managing Director

Corp.Off: #5/3A, Round Building, Anna nagar west extension, Chennai-600037. Ph- +91-9543653180.  
Reg.Off: #30, CAS Colony, Vilangudi Road, Madurai-18. Ph- 9894373198. E-Mail: s2.madurai@gmail.com.

**VELAMMAL EDUCATIONAL TRUST (REGD)**

"Velammal Village" Madurai – Tuticorin Ring Road, Near Chinthamani Tollgate  
Anuppanadi, Madurai – 625 009.

Date : 24.11.2015

To,

Ms. V. Meenakshi  
Computer Science

MSc IT


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**PROVISIONAL ORDER**

With reference to the test and the interview conducted at your College premises on 24.11.2015 the Selection Committee is pleased to provisionally appoint you as a Teacher at Velammal Schools at Madurai Region.

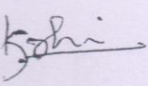
The provisional offer issued to you will be confirmed in writing on your successfully completing the course.

On successful completion of your course, you will be issued an Appointment Order, with the details of the terms and conditions of appointment.

N. 

Vice – Chairman

Accepted

V.   
Signature