



Pinnacle Skills
Society for Education, Empowerment & Development
Head Office: Near Tata Parking, Khermahal, Dimapur - 797112, Nagaland

LETTER OF OFFER

Date: 3rd Feb 2021

Dear Mr. Yaoreiso

Congratulations!!

We are pleased to offer you an Employment with **Pinnacle Skills** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Trainer - IT** and will be based at Pinnacle Skills Training Centre, 7th Mile, Dimapur.
2. Your date of commencement of Employment will be **4th Feb 2021**.
3. You will not be entitled to receive compensation and benefits when on probation (Fixed Pay of **Rs. 13000** PM).
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your appointment letter will carry all information relating to your employment with us.
6. You will be on probation for a period of Six months from the date of joining.
7. Please bring along the below listed documents / details on your day of joining.
 - a) Date of Birth proof certificate (Copy of passport / birth certificate)
 - b) Original Academic Certificates (all from 10th to Highest)
 - c) Original Resignation Letter with acknowledgement
 - d) Relieving letter from previous employer (Original)
 - e) Proof of compensation last drawn (3 Months - Original)
 - f) Three passport size photographs (Recent)
 - g) Medical fitness certificates
 - h) Work experience certificate (Original)
 - i) Reference from previous employer (Name & Contact number)
8. Kindly sign a copy of this letter as a token of your acceptance of this offer.
9. All the above mention documents photocopy has to be submitted with self attestation.

Your employment with us is subjected to fulfilling all the above documents.
Looking forward to a long and mutually beneficial career with us.

Yours truly,
For Pinnacle Skills,

JENNY HAINING MURRY
MANAGER – HUMAN RESOURCES