



Joining Formalities - Manikandan

1 message

Vijaybabu Ramgunasekar <vijay.g@rently.com>

Sat, 27 Nov, 2021 at 6:46 PM

To: instronsmani@gmail.com

Cc: Aarti Gaikwad <aarti@rently.com>, Shataroopa Sinha <shataroopa@rently.com>

Dear **Manikandan**,

Greetings of the day!

This is with reference to your **joining** on 1st December 2021 at Rently Software Development Pvt Ltd. You are required to report to our Coimbatore office at 9 AM.

Your father is also requested to come to office to complete the agreement signing **formality** on Thursday along with you.

As a precautionary measure we are requesting you to get the Covid 19 Test(Antigen Test) done for yourself and for your father on 30th of November 2021, the report is to be submitted on the date of Joining at the office, you are also requested to go through the attached Standard Operating procedure document for your and colleagues safety ,

As a part of **joining formalities** you need to submit the scan copies of the below mentioned documents.

1. Proof of Age
2. Educational Qualification Proofs (Secondary, Higher Secondary, Graduation and Post Graduation - mark sheets and passing certificates)
3. Three passport size photographs
4. Photocopy of PAN Card and Aadhaar Card - Front and back for Aadhar card
5. Copy of your father's PAN card & Aadhar card,
6. Passport
7. Permanent and Current Address Proof

For the documentation purpose I would request you to send me your Aadhar Card, PAN Card and your Father's Aadhar & PAN card right away.

Office Address:

Rently Software Development Pvt. Ltd.
Rathinam Techzone Campus, Block B,
Opposite Auditorium, 2nd Floor,
Eachanari , Coimbatore.

Contact Person: Vijay (9500514636)

--

With warm regards,



Vijay Babu G

Senior Executive HR & Administration

(+91) 9500514636

www.rently.com

Over 15 million Self-Tours

--

With warm regards,



Vijay Babu G

Senior Executive HR & Administration

(+91) 9500514636

www.rently.com

Over 15 million Self-Tours

Disclaimer: The content of this email is confidential and intended for the recipient specified in message only. If you have received this email by mistake, please delete it from your mailbox, and do not forward it or any part of it to anyone else.

Warning: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The organization accepts no liability for any damage caused by any virus transmitted by this email.