

Revalsys - Banjara Hills

Phone: 9966199181 | Website:

Date: 25 March 2026

Mr.Dell

Email: dell@revalsys.com | Phone: 9857412574

Appointment Letter - Assistant Manager

Dear Mr.Dell,

We are pleased to offer you the position of **Assistant Manager** at Revalsys - Banjara Hills. Following your successful completion of the pre-employment formalities, we are delighted to confirm your appointment with our organization.

Employment Details

Designation: Assistant Manager

Department: Papers Division

Grade:

Work Location:

Work Mode: Full-Time

Date of Joining: 31 March 2026

Reporting To: Nagaraju

Compensation Structure

Your annual compensation package is structured as follows:

Component	Monthly (₹)	Annual (₹)
Basic	833.33	10000.00
HRA	833.33	10000.00
DA	833.33	10000.00
Other Allowance	833.33	10000.00
Total Fixed Compensation	3333.33	40000.00

Note: The above compensation is subject to applicable statutory deductions as per government regulations.

Terms & Conditions

- This appointment is subject to the company's policies and procedures as amended from time to time.
- Your employment will be on a permanent basis, subject to successful completion of a probation period of 6 months.
- Your performance will be reviewed annually, and any revision in compensation will be based on company policy and your performance.
- You will be eligible for benefits as per the company's policy, including but not limited to Provident Fund, Gratuity, and Medical Insurance.

Joining Instructions:

Please report to the reception at **9:30 AM on 31 March 2026** at our Hyderabad office: **Revalsys - Banjara Hills, -**

Documents Required at the Time of Joining

Please bring the following original documents for verification along with one set of self-attested copies:

- Educational certificates (10th, 12th, Graduation, Post-Graduation)
- Previous employment experience letters & relieving letters
- Passport size photographs (2 copies)
- PAN Card & Aadhaar Card
- Bank account details (cancelled cheque or bank passbook copy)

We believe that your skills and experience will be a valuable addition to our team. We look forward to a long and mutually rewarding association with you.

Please sign and return a copy of this letter as your acceptance of this offer and the terms outlined herein.

Welcome to Revalsys - Banjara Hills!

Nagaraju

HR Manager

Revalsys - Banjara Hills

Accepted and Agreed:

Dell

Candidate

Date: _____

For any queries, please contact:

HR Department | Email: | Phone: +9966199181 (Ext. 123)