



11/12/2023

**LETTER OF INTENT (LOI)**

Dear Kartik Aggarwal,  
Congratulations!

With the reference to your application for employment with Dhwani Rural Information Systems Pvt. Ltd. and the subsequent discussion, we are pleased to inform you that we intend to hire you for the position of **Product Analyst**.

Listed below is the summary of this offer:

Designation Offered	Product Analyst
Candidate Name	Kartik Aggarwal
Job Location	Gurgaon
Date of Joining	17th January 2024

Kindly respond via-mail, letting us know whether you accept this offer. As per our prior discussion, we will release your appointment letter on your date of joining which would contain all necessary briefed details.

Please revert back with the required documents from your end before joining along with an acceptance of this LOI within the next 48 hrs.

1. Aadhar Card
2. Pan card
3. Highest Qualification.
4. Previous 3 months' salary slip and offer letter of the previous organization.
5. Relieving Letter of Previous Organisation
6. 2 References of your last employer
7. Covid Vaccination Certificate
8. Experience Letter of Previous Organisation
9. Fill out the attached background verification form (attached with this mail)

We welcome you to our organisation and sincerely hope that your association with the company will be of mutual benefit.

*Kartik Aggarwal*

Sincerely,  
for Dhwani Rural Information Systems Pvt. Ltd.



*Kartik Aggarwal*

Sunandan Madan  
Director  
Dhwani Rural Information Systems Pvt. Ltd.