

Offer of Employment

Date: 25 June, 2025

To,

Madam Charley

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Dear Madam,

We are pleased to offer you the position of **Financial Manager** in the **Finance & Accounting** department at **Bikshan**, a reputed organization in the loan recovery sector. We believe your skills, experience, and passion will make you a valuable addition to our team.

Employment Terms:

- **Position:** Financial Manager
- **Department:** Finance & Accounting
- **Company:** Bikshan (Loan Recovery Process)
- **Joining Date:** 27 Jun 2025
- **Work Location:** kolkata, West Bengal
- **Probation Period:** 6 months
- **Annual Salary:** ₹50,000 per annum

Your responsibilities will include maintaining ethical recovery practices, adhering to regulatory compliance, and upholding Bikshan's values. You are expected to conduct yourself with integrity and maintain professionalism in all client interactions.

This offer is contingent upon verification of your documents and background. Please ensure all documentation is provided prior to your joining date.

Kindly confirm your acceptance of this offer by signing and returning this letter by the mentioned deadline. If you have any queries, please reach out to our HR team.

We look forward to working with you and wish you success at Bikshan.

Warm Regards,

HR Department

Bikshan

Email: hr@bikshan.in

Phone: +91-XXXXXXXXXX

Candidate Acknowledgement:

I, Madam Charley, accept the terms and conditions outlined in this offer letter and confirm my willingness to join the organization.

Signature: _____

Date: _____