Northwind Solutions Pvt. Ltd.

4th Floor, Prestige Tower, MG Road, Bengaluru 560001
hr@northwind.example | +91 80 4000 1234

Ref: NWS/HR/2026/118 Date: 1 July 2026

Kiran Reddy

Subject: Confirmation of joining

Dear Kiran Reddy,

Welcome to Northwind Solutions Pvt. Ltd. We are pleased to confirm that you have joined us as Accounts Executive in the Finance department on 1 July 2026, at our Bengaluru office.

You will report to the Finance Manager. Your employee code, email account and ID card will be shared by the HR and IT teams during your induction.

Please keep this letter with your appointment letter for your records. We look forward to working with you.

Yours sincerely,
For Northwind Solutions Pvt. Ltd.

Anita Desai
HR Manager
(Signature and company seal)