

Re: SISA~ Remote Onboarding Process \_ Hansea

From: Coelho <coelhohanse@gmail.com>  
To: nithinheraje@ajiet.edu.in

Tue, Mar 2, 2021 at 11:28 AM

----- Forwarded message -----

From: SISA Nithyashree G <nithyashree.g@sisainfosec.com>

Date: Mon, 1 Mar 2021, 10:20 pm

Subject: SISA~ Remote Onboarding Process \_ Hansea

To: coelhohanse@gmail.com <coelhohanse@gmail.com>

From: SISA Sai Praveena <sai.praveena@sisainfosec.com>, SISA Spoorthy H M <spoorthy.hm@sisainfosec.com>

Hansea

Welcome onboard!

We are pleased to have you joining our organization. Due to COVID19 scenario, we are unable to meet you at our office in SDC as per earlier plan. Hence, we would complete the entire first day of onboarding process remotely.

Your Day 1 with SISA will follow the below documentation and induction plan -

- 1) Employee Joining Form – Pls fill all details and submit before 5:00 PM on 2<sup>nd</sup> March'21.
- 2) Employee Provident Fund Organization & Information Release Form – Need to attest your E-signature in DocuSign app
- 3) Service, Non-Compete & Training Agreements - Need to attest your E-signature.
- 4) HR and CB Induction would be conducted at 3:00 PM via Microsoft Teams. The recruiter spoc would be guiding you on the same.
- 5) Appointment Letter - Need to attest your E-signature.

Request you to help us complete the process as per the sequence mentioned within the timelines. Please do reach out for further clarification.

Thanks & Regards,

Nithya Shree G  
Human Relations



Principal

A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

SISA Information Security Pvt.Ltd

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