



Hi Yuvaraja M

Greetings from ZOHO Corporation.

Congratulations!

Your profile has been shortlisted for the incubation process at Zoho.

Your incubation process will commence from 20-Jan-2026

Please make yourself available at our premises by **09.00 AM** with a photocopy of this mail.

Venue:

Plot 140, 151, Estancia IT Park, Vallancheri, Chengalpattu District, Tamilnadu, 603 202.

Please note down a few points:

- You will be using your laptop for the process. So, please bring it with you.
- Taking leave/permission during the period of incubation will not be entertained.
- You will be assessed from day one.
- Our intention of conducting this process is to retain the candidate as an Intern/employee upon completing the process successfully and based on the candidate's performance during the period.
- Candidates who are employed (Full time/part time/freelancing/internship) are not eligible for the incubation process.
- **Candidates who have been employed previously should inform us about this.** We will verify the previous employment documents as part of the process.
- If you are given an office laptop, you need to keep it safe and return it to the Floor pitstop/Sysadmin team on your date of exit. You are not supposed to take the office laptop home. If you must, then please contact the HR team [REDACTED] for approval.
- We have sent you the policy documents. Please sign them all via Zoho Sign.
- In case you need to take a day off due to some emergency, please keep your manager informed.



- A member of your team will be in touch with you on your date of joining and will guide you from there on.
- Please have the following things in soft copy: Photo of Passbook / Cancelled Check leaf, PAN, Aadhaar.
- Feel free to reach out to me / the recruiter for further clarification.

Note:

Zoho office is not at a commuting distance from most parts of Chennai, so we do not recommend daily commuting. This is to give you an early heads up about our policy, if you get an opportunity to work with us in Zoho Chennai, it's understood that you'll be moving close to ZOHO-ESTANCIA i.e within 5-10 km radius.

Warm Regards,

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HR Operations

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