

## Offer Letter

To,

Date:

Sub: – Offer Letter

Dear **Mr.Lalith,**

Subsequent to your successful interview with BRITANNIA LABELS INDIA PVT LTD, TIRUPUR. We are pleased to offer you the position as “**CUSTOMER SERVICE EXECUTIVE**” in our organization. We take pleasure to inform you that your CTC will be

Our bonus policy is as per act 8.33% on BASIC + DA after completion of 30 days attendance. There is any law stating that in case an employee is absent without an approved leave for more than 10 days that can be treated as their voluntary resignation.

You are requested to join us on **30-Nov--0001**

**You are requested to carry the below-mentioned documents at the time of joining:**

1. Aadhar Card.
2. All Educational certificates (photocopies).
3. Passport size photographs x 4 copies.
4. Documents of proof of residence (Permanent & Current).
5. Pan Card.
6. Savings account passbook.
7. Vaccination Certificate.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you after your joining with us. Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

**Yours truly,**

**General Manager**