

8/12/2016

# Strictly Private And Confidential

Anoop

EKm

Dear Anoop,

I am pleased to offer you a position of Security Officers In Security department at our company. Your initial monthly salary would be INR 2000. The detailed appointment letter will be given to you at the time of joining. You have to join on before 8/12/2016 otherwise this offer will stand withdrawn automatically.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this letter with a copy of your duly signed resume and credentials. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

Yours sincerely,

Admin

Administration

## Acknowledgement

I have read, understood and agree with the foregoing. I accept employment on the above terms and conditions.

Full Name: Anoop

Signature:

Date: 8/12/2016