

September 08, 2018

To,
Ms. Mansi Ghelani
Ahmedabad.

Dear Mansi,

Thank you for your interest in joining our team.

We are pleased to offer you the position of "Executive – Business Development" subject to your acceptance of the following terms & conditions:

1. Your date of joining us is on or before **October 01, 2018**. However, you will convey us your exact date of joining.
2. You will be based at our **Head Office** in Ahmedabad.
3. Your yearly salary would be **Rs. 4,60,000/-** (CTC) which is inclusive of Salary, PF, Gratuity, and other benefits as applicable to you in your grade.

A detailed appointment letter will be issued to you on your joining after submission of the following documents.

1. Medical certificate from registered doctor (Minimum MBBS) stating health condition.
2. Copy of Relieving letter & salary slip from your last employer.
3. Five-passport size photographs & one family photo.
4. Copy of education supporting documents. (S.S.C. Onwards).
5. Copy of PAN Card
6. Copy of Address proof
7. Copy of AADHAR card of self & family
8. Form No. 16 / 12B (As per Income Tax Rules) duly filled from previous employer.

You are requested to sign the duplicate copy of this letter as a token of your acceptance.

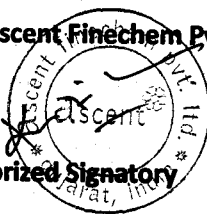
Looking forward to a long and mutually beneficial association.

With best wishes,

Yours Sincerely,

For, Ascent Finechem Pvt. Ltd

Authorized Signatory



I accept the above.

Name: _____

Signature: _____

Date of Joining: _____