To,

Vijay Saini,

B12 Mahesh Vihar Mansarover,

Jaipur

15 August 2017,

Sub: Job offer letter for accountant

Dear Vijay,

We are very pleased to send you this offer letter in order to work for Nefrotek Farma as an accountant.

Your duties will be to help our department of accounts in accounting the given projects within the given time. You have to work hard and with accuracy to complete the tasks of this department. You have to be good in the job of accounting the salaries and other payments. Your salary will be 15,000 per month. You will get other benefits and the appointment letter after the completion of your probationary period of 3 months. You have to report to our head of the accountancy department on 21 August 2017, at 9:15.

We are delighted to send you this offer letter for the job of accountant which you have to sign in front of the issuing authority of this letter on the first day of your job.

We are waiting to work with you.

Thank you very much,

Regards,

Surrendra Singh,

Owner

Nefrotec Farma