**BLUE STAR COMPANY**

32-5, Oberoi Towers,

NEW DELHI-100 001

Ref. No. : APT/C/811 Date : 23 November, 2013

To,

Mr. N. D. Khurana,

B-6, Preeti Apartment,

83, North Avenue,

New Delhi-100 010

**Subject : Letter of Appointment**

**Reference :Application for the Post Typist-Cum-Clerk**

Dear Applicant,

With further reference to your interview dated 15 October, 2013 for the post of Typist-cum-Clerk in our Office. We have pleasure in informing you that you have been selected for the Post.

Kindly find the letter of appointment in Original and Duplicate and Terms and Conditions of our Company enclosed herewith. We request you to keep the Original with you and returns us the Duplicate Copy duly signed.We also request you to report for duty on 1December, 2013. Sharp at 10.00 a. m. but incase not later than 05 December 3013.

Thanking you.

Yours sincerely,

Manager

Encl. :Appointment Letter