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**Top Repair Ltd**  
**3 Farringdon Service Road,,**  
**Essex,SS1 1NN,United Kingdom**

Sub: Job Offer Letter

26/08/2021

**PUSHPA ALE**

**SALES ASSISTANT**

Dear PUSHPA ALE,

We are pleased to offer the position of SALES ASSISTANT at Top Repair Ltd. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion your starting date will be 01/01/2021. Please find the employee handbook attached here with which contains medical and retired benefit offered by our organization.

Please confirm your acceptance of this offer by signing and returning the copy of this letter

We look forward to welcoming you on board.

Sincerely,  
for Top Repair Ltd

**PUSHPA ALE**  
**SALES ASSISTANT**