



Date:21-07-2015

To,
Asavani Kumar

Sub: letter of Offer

Dear Asavani Kumar ,

This has reference to the discussions you had with us.

We are pleased to make a provisional offer of appointment to you. You will receive a detailed appointment order after you join about your Designation, Annual Earnings including salary, allowances, annual benefits and statutory payments

On reporting please bring following documents:-

- Proof of age;
- Proof of educational qualification;
- Proof of work experience – Service certificate / appointment letter; (if any);
- Copy of last drawn pay slip (if any);
- Proof of incentives drawn (if any);
- Address Proof (Adhar Card/Ration Card/E-Bill)
- PAN Card
- 3 passport size photographs;

You are required to join the Company on or before **23-07-15**. Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

We look forward to a mutually rewarding relationship.

Authorized Signatory,

Signature of Employee

HR

Name:
Date: