

## **OFFER LETTER**

**Date : 21-Feb-2024**

**To,  
Mr./Mrs. Meet M Padhiyar,  
Test,  
Banaskantha-  
Email : Meet@gmail.com  
Mobile No : 7359192973**

**Sub : Offer Letter**

**Dear ,Meet M Padhiyar**

We are pleased to inform you that we offer you to join our organization at the post of a **[Branch-Account] Sales Co-ordinator** the remuneration is as agreed with you by management and the management reserves the right to merge the allowance in basic salary.

The company will verify your previous company's package against the details provided by you and if any discrepancy found then the company will renegotiate your package accordingly.

This offer is valid up to **21-Feb-2024** Please bring following documents at the time of your joining.

- 1 Original And Photocopies Of All Certificates Including Experience Certificate.
- 2 Relieving Certificate From Your Last Employer.
- 3 Two Passport Size Photograph.
- 4 Last Salary Slip
- 5 PAN Card,
- 6 Aadhar Card

The detailed appointment letter will be issued only after your joining the organization. We look forward to your joining our organization at the earliest.

For & on behalf of the management.

**Thanking You,**

For, **Duke Plasto Technique Pvt. Ltd.**

**Director.**