

28th May 2016

Letter of Confirmation

Dear **Mr . Ganesh**

Following completion of your probation period at **J. K. Concrete Pune**, we have reviewed your performance and found the same to be satisfactory.

In view of the above, we are pleased to inform you that you have been confirmed to the position of **Plant Incharge** at **J. K. Concrete Pune** with effect from 01st June 2016. Your salary has been revised to Rs. 19250/- per month, with effect from your confirmation date, which indicates cost to company and all allowances and any other benefits. You shall receive your payment on or before the 15th of every month.

Your salary will be reviewed every 12 months and increases will be based upon satisfactory performance in the position.

All other terms and conditions of your appointment will remain the same. Please signify your acceptance of these terms and conditions by signing this letter and returning it to me at an earliest convenient time.

In case you have any queries, do not hesitate to reach your manager. **J. K. Concrete Pune** congratulates you on your confirmation and wishes you well in your position.

Sincerely,

J. K. Concrete Pune

Director

I accept the company's terms and conditions and confirms my taking up the position of **Plant Incharge** from 01st June 2016

Signature

Date: