



SUMMA REAL MEDIA PVT. LTD.

Ref. No.: SRMPL/HR/76/2019

Date: 20.07.2019

OFFER LETTER

Mr. Jit Pattnaik

C/o: Sri Jagat Bandhu Pattnaik

Khaua Lane,

Dolanandap Sahi

Puri -1

Mob: 9439652134

Email: jitpattnaikpuri@gmail.com

Dear **Mr. Jit Pattnaik**,

With reference to your application and subsequent interview, we are pleased to offer you the post of '**CONTENT CO-ORDINATOR**' to be based at **BHUBANESWAR**, on terms and conditions as mutually agreed upon. You will be paid a consolidated salary of **Rs. 37,000.00** (Rupees Thirty Seven Thousands Only) including all allowances per month.

You are advised to report for duty at H.R. Department, Prameya News7, Plot No - 644/3019, Jagamara, Khandagiri, Bhubaneswar -751030, Ph.No -0674-6613333 Extn: 309 on or before **01st August'2019**.

Please note that this is a letter of intent only and a letter of appointment shall be issued to you on your joining the organization. You are requested to submit the following documents on the date of your joining.

1. Photo copies of Academic and Technical qualifications including HSC certificate specifying your date of birth.
2. Experience Certificate from the last and previous employers.
3. Relieving letter, proof of salary drawn from last employer.
4. Four recent passport size coloured photograph.
5. Copy of PAN card and Identity proof (Aadhar Card.)

Please sign the duplicate copy of this letter as a token of your acceptance.

Thanking you,

(Managing Director)

Summa Real Media Pvt. Ltd.