

Head Off. :  
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Bhubaneswar, Odisha-751021 Ph.0674-2745109  
pramila.projects@gmail.com  
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Ref: - PPPL-HR-75/17

Date: 08.07.2017

Letter of Offer for Employment

To  
Mr. ASHOK KUMAR SAHOO  
S/o-Rabindra Kumar Sahoo ,  
Sector-7, Qr-No -227  
Rourkela, Sundergarh  
Odisha-769003

**Sub: Letter of Confirmation for Employment**

Dear Mr. Ashok,

We are pleased to offer you an appointment in our organization as **Executive- Tendering & BD** with effective from **10<sup>th</sup> July 2017**. You will be based at our **Head Office, Bhubaneswar**.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me on or before **10<sup>th</sup> July 2017**. Appointment letter along with salary breakup will be issued to you on the date of your joining. In the event we have not heard from you by above said date, this offer will be automatically withdrawn on that date.

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Kindly submit the following documents at the earliest.

- Confirmation of joining (Offer letter Photo copy)
- Photo copy of all Certificates (original Certificate for verification).
- Photo copy of ID & address proof, PAN card/Pass Port, Bank Account Detail/Cancelled cheque Color PP Photo (4 Copies)
- Experience certificate (If any) DOB Proof ,Photo copy of resignation letter, Last 3 month salary drawn pay slip, Reference Phone Number (Professional and personnel)
- Form-16 from last company or 80C, 80D declaration, EPF-UAN, ESI Card Details.

Yours truly  
For Pramila Projects Pvt Ltd.

Authorized Signatory

I accept the above mentioned employment offer and acknowledge receiving a copy of the same.

Signature

Ashok K. Sahoo  
(ASHOK KUMAR SAHOO)

Ashok K. Sahoo