



June 19, 2008

AMRUTANJAN

Mr. Malaya Ranjan Behera
Rajabagicha Labour Colony Qrt. No-L/5
P.o. Telenga Bazar
Cuttack
Pin No. 753009.

Dear Sir,

This has reference to your Application dated 07.06.2008 and the subsequent interview you had with us.

We are happy to inform you that you have been selected as **"TRAINEE FIELD OFFICER (MODERN TRADE)"** for our Kolkata Branch Office. You are required to report to the Personnel & Administration Department at our Head Office for Induction Program on or before 30.06.2008. The details of salary will be given in the appointment order at the time of joining duty.

Please note that our offer of appointment is subject to production of the following certificates/documents:

1. Copy of S.S.L.C. certificate for proof of Date of Birth duly attested by the Government Gazetted Officer.
2. Copies of Educational Qualification certificates duly attested by Government Gazetted Officer.
3. Appointment Orders and Service Certificates from your previous employers.
4. Original Relieving Order from your last employer.
5. 3 Nos. Stamp size color photographs.

We take this opportunity to welcome to our organization and hope your association with us will prove to be of mutual benefit.

Please sign the duplicate copy of this letter in token of your acceptance and return the same to us immediately confirming the date of joining.

Yours faithfully,
for **AMRUTANJAN HEALTH CARE LIMITED**


(P. Kannan)
Manager (HR & Admn.)

HR/SOP/002/FM/005/00

Amrutanjan Health Care Limited

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