



Ref.No.TA/HRD/2012-2

February 1, 2012

Ms.Sarmistha Sahoo  
Plot No. 373, Sec-6,  
CDA, Cuttack,  
Orissa

Dear,

We are happy to offer you the position of "**Hr. Manager**" with our Company. Please find enclosed your appointment letter dated **01/02/2012**.

Your place of work initially will be at **Manguli Chowk, Orissa**. From time to time, you will be required to travel based on the requirement of the organization.

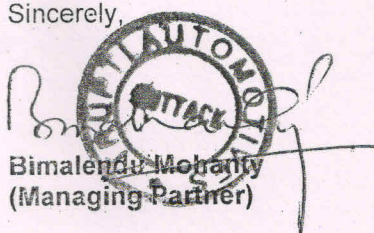
At the time of joining, you are requested to bring copies of the following for our records:

- Colour passport size photograph (red background)-3 Nos.
- Colour postcard size family photograph - 2 Nos.
- Copy of all testimonials in support of your academic & professional achievements.
- Proof of Identity (Voter ID, PAN card/DL).
- Report of your Blood Group
- NOC from organization of your last employment
- Two reference name, who knows you.

Your **Monthly Gross** will be **Rs.10000 /- p.m (Rupees Ten Thousand only)**. Your employment will be confirmed based on your performance after successful completion of **Three months** from date of joining while your initial core focus is on all **Hr Activites** and other areas of Services that **Trupti Automotive (Tata Motors)**.

Please address any inquiries to the HR team of **Trupti Automotive (Tata Motors)** that you may have in connection with your proposed employment.

Sincerely,

  
Bimalendu Mohanty  
(Managing Partner)

