

December 11, 2015

**Mr. Rahul Kandpal
B-174 A, Street No.3,
Sadatpur,
Karawal Nagar Road,
New Delhi – 94**

Dear Rahul Kandpal

Congratulations! We are pleased to extend you an offer of employment as an **“Executive – Technology”** with CL Educate Limited based out at **Head Office**.

After the completion of various phases of interviews with you, we are sure that you will be very successful at CL. You are expected to join us on **14th December 2015** failing which offer would stand automatically revoked unless extended in writing. On your joining day, please submit all the documents given in the letter below.

Your appointment with us will be effective only after you produce all relevant documents in the list given below and satisfactory verification of all the records including your previous employment records. In case, you fail to produce any of the documents mentioned below, the company reserves the right to cancel this offer letter without any notice to you. Also, in case during the verification of your antecedents any time after issue of this letter, the company discover any thing adverse which is considered as detrimental to your entry in our organization, the company reserves the right to revoke this letter any time. Also, during the course of your stay in the company, if we find any fraudulent means to get the employment, the management has the authority to terminate the employment without any further reason. All terms and conditions of your employment will be in accordance with the CL corporate Policy.

List of Documents

- 1 Your school-leaving certificate for proof of date of birth.
- 2 Copies of all degree certificates or course completion certificates.
- 3 Four Passports sized (front facing) photographs.
- 4 Relieving letter from your previous employer (if applicable).
- 5 Experience letters from the all the organizations you have worked with in the past.
- 6 2 Copies of PAN card.
- 7 Copy of Passport/ Driving License/ Electoral Card etc.
- 8 Form 16 from your previous employer and last salary slip (if applicable).

We are certain that you will find a career with us to be both challenging and rewarding. We welcome you to our Organization and look forward to be a member of our family. Please sign the duplicate copy and send it back to us.

For CL Educate Limited

**Johnson KV
Head HR**

Signature & Date