

**Hello Team,**

Warm Greetings!!!

We are pleased to offer you the post of .....in Sales and Marketing for ..... effective from .....Please find attach the offer letter.

You are requested to share the soft copy of the following documents over email asap.

- **6 Passport Size Photograph**
- **Education Documents** ( Both Original and Photocopy ) for 10<sup>th</sup> ,12<sup>th</sup> , graduation , Post-graduation or any other certificate course.
- **Experience Letters:**

Previous company's Offer letter and Re-leaving letter / Experience Letter/  
Last three Salary Slips with Bank statement

- **Bank Details** – Passbook or bank statement
- **Address Proof** –
  - o Permanent: Adhaar Card/ Voter ID Card ( mandatory)
  - o Rented: Rent agreement/ Electricity Bill
- **Age and Identity Proof** –
  - o Pan Card ( mandatory)
  - o Driving License ( mandatory for Sales )

Also, Please you will be required to visit our branch office with the hard copy and photocopy of all the above documents for joining. You will soon notified the date for the same.

Please feel free to contact HR team at 07314246132 for any further query.

Welcome to the Texcutive Family!!!

Please accept the offer for further process.

Thanks & Regards,

**HR CORPORATE TEAM**

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