

Ref: GIPL/HRD/Sept/17-18

Date: 04-09-2017

To

Mr. R. Arun Kumar

Sub: Offer of Employment

Dear Mr. R. Arun Kumar

This has reference to the interview you had with us on 31.08.2017. We are pleased to offer you a position of Team Leader (Projects) in Project Department.

Your gross annual salary on the basis of Cost to the Company will be Rs.14, 400/- per month, all inclusive. You are required to join on before 05.09.2017. Your formal appointment letter will be issued to you within a week of your joining.

You are expected to serve this organization for a minimum period of two years and contribute to the growth of the organization. We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

You are required to carry copies of all the enclosed list of documents on the date of joining. If this offer is acceptable to you, please send your acceptance by signing a copy of this letter or by acknowledging this mail.

Thanking you.

With Regards,

Manager-HR.

Annexure-2

Greentek India Pvt Ltd

Documents to be submitted before Joining

1. 3 passport size photos
2. Photo copies of following Documents
 - a) Educational Documents
 - b) Experience Certificate
 - c) Passport
3. Relieving Certificate from Previous Organization
4. Last pay Drawn Certificate from Previous Organization
5. TDS Certificate (Form 16) from Previous Organization
6. Xerox copy of Offer Letter Issued By us
7. Xerox Copy of Address Proof
(Ration Card/Aadhaar Card) and ID proof, PAN Card/Driving License)

All the above Documents to be submitted at the time of joining along with originals for verification. Originals will be returned after verification is completed.