Date:

To,

Mr/ Ms

**Offer for the Post of “………………………..”**

Dear Mr. Abhishek Chauhan

With reference to your application and subsequent meeting with you on 16th Dec 2020, we are pleased to offer you the post of “**……………………………**” You will be based out of our Varanasi Branch Office, located at **…………………….,** Haryana, India

Your total annual fixed CTC will be INR ………………- (INR ………………… PM), rewards will be applicable as per company policy on achieve on given targets

You are requested to report on duty on **……………………………** along with all the documents as per the details below:

* Copy of your PAN card, Aadhaar Card, and current address proof , 2 passport size photos
  + Previous all appointment letters and relieving letters, last three months’ pay slips, last three months bank statement and latest Form 16.
  + All educational certificates
  + Your resignation letter and resignation accepted letter from your current employer.
  + Your bank account details & a cancelled cheque
  + Blood group details
  + 2 Reference no. with name, designation and organization name, Covid Report

We shall appreciate your confirmation of acceptance of the above offer latest by ……………….working hours**.** Non-acceptance before the stipulated date shall make this offer redundant automatically.

Kindly sign the duplicate copy of this letter of offer in token of your having accepted the same.

**Note**- If any document information is/are found wrong or the correct fact is hidden in your document, then your services can be cancelled/terminated with immediate effect without any prior notice.

Thanking you,

For **AHRC Pvt Ltd**

Authorized Signatory Received & accepted

Mr. /Ms.