**BFTL/Siya/LOI 14th Aug’2015**

**Mr. Ravi Joshi**

**175/B, jai Shree Nagar,**

**Dewas (M.P.)**

LETTER OF INTENT

**Dear Mr. Joshi**

Pursuant to your application and the subsequent interviews you had with us, we are pleased to offer you the post of **Asst. Manager – H.R.** in our organization. Your location of posting will be at Siya.

1. You are requested to initially join duties on or before **16th Sep’2015**.
2. Emoluments: -Your Total Cost to the Company shall be as per the terms and conditions agreed and discussed.
3. You will be on probation for a period of six months.
4. You will be governed by the rules and regulations of the company in force now and any such modifications and additions that may come into force from time to time.
5. You are required to bring a copy of all your credentials along with the originals at the time of joining (List of documents enclosed).

Kindly sign the duplicate copy of this letter in token of your having understood and accepted the terms and conditions.

Welcome to the **Team Bhandari**

**For** **Bhandari Foils & Tubes Ltd.**

**Sham Dikshit**

**G.M. (H. R.)**

**LIST OF DOCUMENT REQUIRED AT THE TIME OF JOINING**

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| **S.NO.** | **DOCUMENTS** |
| 1 | Passport size photograph of Self (4 Nos) |
| 2 | Educational certificate / Mark sheet |
| 3 | Previous Employment Certificate (s) |
| 4 | Certificate of any training / course attended |
| 5 | Copy of last drawn salary slip |
| 6 | Copy of Passport if any |
| 7 | PAN No. |
| 8 | Previous Provident Fund Account No. if any |
| 9 | Date of Birth Certificate |
| 10 | Copy of Adhar Card |