Date:

Mr.

Udaipur (Raj.)

Subject: Letter of Intent for the position of “Department”

Dear Mr.

Further to the interview /discussions that we had you , we are pleased to offer you the above stated position on the terms and conditions that have been discussed and mutually agreed,

You are required to join your duties on the before Date.

Please carry the following documents at the time of your joining,

1. Educational & Qualification Certificates.
2. Experience & Relieving certificates of the last employers.
3. Salary slips from the last Employers.
4. Five passport size photographs.
5. Copy of pan card
6. Copy of Aadhar card.
7. Cancel Cheque or Bank Passbook

Please Note that should you fail to join duty on this date without prior information, the management reserves the right to cancel the offer letter.

This offer letter is also subject to satisfactory completion of reference verification and medical fitness,

Which is an essential prerequisite in the organization? The final letter of Agreement /Appointment will be handed over to you upon joining the service of the company, which will be on, or after Date:

We Look forward for long and mutually beneficial association.

With best wishes,

Mr.

Unit Head HR / Admin