



# Ninety Nine Builders Pvt. Ltd.

Ground Floor, Ramajee Complex, Memco More, Hirak Road, Dhanbad - 826004

Ph. No.: 9534000099, 1800 123 1299

web : www.99builders.in

An ISO- 14001 : 2015  
Certified Company

Ref: 99B/OFFER/JUL/015

Date: 01/07/2013

To  
Mr. Bhanu Pratap Soni  
S/o Sri Rameshwar Prasad  
Pushpanjali Appartment  
Manoram Nagar  
Dhanbad, Jharkhand- 826001

## Letter of Appointment

With reference to your CV and subsequent interview held at Dhanbad, We are pleased to invite you as **Office Administrator**.

We are confident that your knowledge and experience will be a value to the organization and will help us in achieving the objective that we have set for ourselves.

We are glad to offer you the position of **Office Administrator** in our organization, under the following terms and conditions:

1. Your monthly salary will be **Rs 7,000/- (Seven Thousand Only)**
2. You are requested to join on **01<sup>st</sup> July, 2013**.
3. You are requested to submit the following documents, on or before your joining date
  - Photocopies of your academic and professional qualifications & Passport Size Photographs-4 in Nos.
  - Proof of age
  - Certificate(s) of employment and release letter(s) from all your previous employer(s)
  - Salary slip/Appointment and perquisites of last employer

Please sign on the copy of this offer letter as a token of your acceptance and indicate the date on which you will join the organization.

We look forward to mutually enriching association ahead.

With regards,

*Ram Pratap Singh*

(99 Builders)  
Director

I have received and accepted the offer and will join from: - .....Signature: - .....  
Date: - .....