



# 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

Ref: 99B/OFFER/March/015

Date: 21/03/2015

To  
Mr. Sunil Kumar  
S/o Prabhunath Prasad  
Q.No-A/12, CS Colony Dhowatand  
Dhanbad, Jharkhand- 826001

## Letter of Appointment

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

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 **Account Assistant** in our organization, under the following terms and conditions:

1. Your monthly salary will be **Rs 4,000/- (Four Thousand Only)** (Note: After 3 months increases salary of Rs. 2,000/- as per performance)
2. You are requested to join on **13<sup>st</sup> March, 2015**.
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 Technical

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