

# Sandeep Kumar Sahu

Kashyap Vihar, P.S. Argora, Ashok Nagar, Doranda, Ranchi-834002

Date : 6<sup>th</sup> - JAN - 2021

## APPOINTMENT LETTER

Mr. Amar Kumar  
S/o: Ashok Kumar Kashyap  
R/o: Kathal More Road, Chapu Toli,  
Pundag, Ranchi, Jharkhand.  
PIN : 834002

### SUBJECT:- LETTER OF APPOINTMENT

Dear Mr. Amar Kumar

We are glad to inform you that you have been selected for the post of  
MANAGER.

Your initial place of posting will be at ranchi.

Your joining date is 15<sup>th</sup> jan 2021.

Your monthly salary will be Rs. 15000/- per month (including rs. 2000/- petrol allowance).

As discussed, you will be joining us as three month provisional period, after the provisional period your salary will be Rs. 20000/- per month including petrol allowance).

Kindly submit the following document on the date of joining:-

1. Photo copies of certificate evidence your educational qualification.
2. Copy of PAN/ Voter ID CARD.
3. Residence proof
4. Two photographs

Thanking You

*Sandeep Kumar Sahu*  
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