

# VINAYAKAM STEEL

Radha Govind Street, Tharpakhana, Ranchi - 834001

Date : 15/01/2013

## APPOINTMENT LETTER

**Mr. Arvind Kumar Singh**

Ram Chandra Singh

Radha Govind Street

Tharpakhana, Ranchi

Pin code – 834001

## SUBJECT :- LETTER OF APPOINTMENT

Dear **MR. ARVIND SINGH**

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> January 2013

Your monthly salary will be Rs. 22000/- per month (including Rs. 2000/- petrol allowance).

As discussed, you will be joining us as three months provisional period, after the provisional period your salary will be Rs. 28000/- per month (including petrol allowance).

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

1. Photocopies of certificate evidence your educational qualification.
2. Copy of PAN/ Voter I-card
3. Residence proof
4. Two photographs

Thanking you,

M/S VINAYAKAM STEEL  
*Agad Jaiswal*  
Proprietor

*Authorised Signatory*