



# 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/MAY/028

Date: 21/05/2014

To  
Mr. Sanoj Kumar Singh  
S/o Sri Ramesh Kumar Singh  
Reba Tower, Hari Mandir Road,  
Hirapur, Dhanbad, Jharkhand- 826001

## Letter of Appointment

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

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 **P.S.O.** in our organization, under the following terms and conditions:

1. Your monthly salary will be **Rs 14,500/- (Fourteen Thousand Five Hundred Only)**
2. You are requested to join on **25<sup>th</sup> May, 2014.**
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*

(Ninety Nine Builders Pvt. Ltd.)  
Director

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