



# 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: NNB/OFFER/DEC/003

Date: 05/12/2013

To  
Mr. Om Shankar Thakur  
Qtr No-117, Janta Flat, Housing Colony,  
Dhanbad-826001

## Letter of Appointment

With reference to your CV and subsequent interview held at Dhanbad, We are glad to invite you as **Accounts Manager at Dhanbad** in our organization, under the following terms and conditions:

1. Your monthly salary will be **Rs.-18,000/- (Rupees Eighteen Thousand Only)** along with **Conveyance Allowance of Rs.- 2,000/**.
2. You are requested to join on **27<sup>th</sup> DEC'13**.
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 ID & address (PAN Card, Adhar Card, Voter Card & Passport e.t.c)
  - Certificate(s) of employment and release letter(s) from all your previous employer(s) (If Any).
  - Appointment/ Salary slip and perquisites of last employer.
4. You shall have to give a prior notice of at least 30 days if you want to leave this origination failing to which you shall not be able to get full and final dues cleared by company.

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.

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*

Director  
(Ninety Nine Builders Pvt. Ltd.)

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