



ANAND NAGAR, NEAR BSK COLLEGE, KALIPAHADI - KAMALIYA,  
POST - MAITHAN, THANA - MAITHAN, DIST - DHANBAD, JHARKHAND  
PHONE: 7908952643, 9110978509

Ref no.

Date: 15/07/2020

To,  
Dr. Manoj Singh  
BekarBandh  
Dhanbad.

**SUBJECT: OFFER LETTER**

Dear Manoj Singh,

We are pleased to offer you employment as "Supervisor". This offer takes effect from the date of joining which shall not be later than 01/08/2020

This letter of offer is based on the information furnished by you in your application for employment and during the interviews you had with us. If, at any stage in future, it comes to notice that any information furnished by you is incorrect or any relevant information has been withheld, your employment will be terminated without notice.

Please note that this is an offer letter only. The appointment letter will be issued to you on your acceptance of this offer and joining your duties. Your appointment will be detailed, along with other terms and conditions that will be governing the scope of appointment, in the appointment letter.

Please bring the following documents for verification on the date of joining

1. Relieving letter from previous employer - not applicable for freshers
2. Aadhar Card
3. 2 copies of PP-size Photograph
4. PAN Card
5. Proof of Date of Birth

Kindly sign and return the duplicate copy of this letter.

Yours Sincerely,

For,  
RNR Constructions

www.rnrconstructions.in



**RNR CONSTRUCTIONS**

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Ground Floor, Shards Tower, Nehru Road,  
Chirkunda, Dhanbad - 828202