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niraj198487@gmail.com

Nehru Road, Chirkunda
Dhanbad-828202

Ref no.

Date: 15/07/2018.....

To
Kamal Kr Kaibarto
Village +P.O Kura
Dist Bokaro

SUBJECT: OFFER LETTER

Dear Kamal ,

We are pleased to offer you employment as Accountant. This offer takes effect from the date of joining which shall not be later than 01/08/2018

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
Proprietor
Rajesh Kumar Singh

