

Date: 13.06.2022

Dear **Harsh Gauraha**

With reference to the subject and subsequent discussion you with us, we are pleased to confirm the Offer you as a referral **Marketing Executive** to work with our organization. Initially you are posted at our

MP/CG Branch Office.

If you agree with this offer, you are advised to report to us on or before 16.08.2022 at 10:00 AM. At our Branch office. You will be paid 1.80 LPA PM+TA,DA+ Incentive & others as per our company policy.

You are required to submit the following certificates and other items at the time of reporting at our branch Office.

1. Passport size photographs (6 Nos.), 2 photos for Branch Office & 4 photos for Head Office.
2. Blood Group Certificate (1 No.)
3. Educational Certificates: SSC / Intermediate / Graduation / Post Graduation / Other.
4. Reference Letters (2Nos.)
5. Address Proof (Ration Card /Voter ID/Driving Licence/Passport).
6. Experience Certificate (s), if worked previously.
7. PAN Card copy / PAN Application (Branch Use only).

If you fail to report by the stipulated date, this offer will be treated as withdrawn and cancelled.

Wishing you an enduring & enriching career with us.

Best regards,



Vijay Sharma

(H.R. Manager)