



Date : 20/06/2018

To
Mr. RAKESH KUMAR
S/o Mr. _____
Village _____
Tq/Block _____
Distt. _____

Sub: Offer Letter

Dear Mr.

At the outset we would like to thank you for your professional interest in joining Khushal Kisan Agrochem Organic Pvt. Ltd. With reference to the above subjects and subsequent discussion you had with us, we are pleased to confirm the offer you as a "Agriculture Officer" on the terms and conditions including Compensation and related matters as agreed between us.

If you agree with this offer, you are advised to report to us on or before.....at 10.00 AM at our.....Branch. You will be paid Rs. 7,500/- + Da/Ta & 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. Educational Certificate : SSC/Intermediate/Graduation/Others
2. Experience Certificate(s), If worked previously.
3. Passport size Photographs (4 Nos.)
4. Stamp size Photographs (4 Nos.)
5. Blood Group Certificate (1 Nos.)
6. Reference Letters (2 Nos.)
7. Address Proof/ID Proof

Please note that this offer is subject to your submitting documents to substantiate the information submitted by you.

For, Khushal Kisan Agrochem Organic Pvt. Ltd.

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Authorised Signatory

Branch Incharge

I confirm that I have received the letter of offer and also accept the terms & conditions of my employment mutually agreed upon. I will be joining on / before.....

(Sign.& Name of the Candidate)