

**AGRAWAL DHAND MOTWANI & CO
(CHARTERED ACCOUNTANTS)**

Date: 31st August'2018

To,

ANJU RANI
Flat No. 8/19
Pleasant Park 01
Fatima Nagar,
Pune - 411013
Email: anju199826@gmail.com
Cell: 8390851368

Dear Anju,

Sub: Offer Letter

Reference to your recent interview with us, we are pleased to offer you appointment as "Trainee Executive" in our organization on a gross monthly stipend of Rs.7000/- (Rupees Seven thousand only).

* Mobile reimbursement, local conveyance will be paid as per company policy.

You will be on a probation period of Six Months after which your services, if found satisfactory, will be confirmed and during the probation period Company reserves the right of termination from the services of the company without giving any prior notice.

The detailed employment letter will be provided to you after joining. Please submit following documents on the day of joining -

1. Proof of Permanent & Present Residence Address- Photocopy of Electricity bill, or copy of Rent Agreement
2. Photo Identity card- Photocopy of Aadhar Card, Passport or Election Card
3. Three Passport size photographs
4. Contact details of 2 references (other than family members)

You are required to report on duties on 1st September' 2018 at 12pm.

Please give your acceptance to the offer letter by written mail.

Best Regards,



**AGRAWAL DHAND MOTWANI & CO.
CHARTERED ACCOUNTANTS**

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Salunke Vihar Road, Wanowrie Pune 411040.
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