

Date:08/04/2024

To,
Ms. Vaani
650, Sunlight Colony -1, Near Gurudwara
Bala Sahib, New Delhi- 110014

Subject: Letter of Intent / Offer letter

Dear Vaani,

With reference to your application and subsequent interviews you had with us, we are pleased to inform you that you stand shortlisted for employment as **Sales Trainee**. You Will be posted at one of our client office "**AJANTA BOTTLE PRIVATE LIMITED**".

Your remuneration will remain as discussed and agreed mutually. Your appointment letter containing Salary Compensation and terms of employment will be issued to you at the time of your joining the organization.

We request you to bring along the following documents at the time of your joining on 09/04/2024 (as committed by you):

- 6 Passport size photographs
- Your last month pay slip & relieving letter.
- Originals and one set photocopy of all your testimonials.
- Original and one photocopy of your PAN Card.
- Your last six-month Bank Statement / Passbook copy.
- Original and one photocopy of address proof & Identity proof.
- Fitness Certificate from an approved Medical Practitioner.

Please acknowledge receipt of this letter and confirm your acceptance of this letter by sending us an acknowledgment of the same.

We welcome you and look forward for a long lasting and fruitful association.

Thanking You,

For Shiv Enterprises



Authorized Signatory