

OFFER LETTER

Date: 17/09/2022

**To,
Kiran Jadhav,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Service Engineer** in our organization as per discussion held during the interview. We would expect you to join as early as possible as but not later than **27/09/2022** beyond which the offer letter will stand as cancel unless a new date is confirmed by us.

At the time of your joining, please submit the following documents:

1. **One copy of Offer Letter (A4 size only)**
2. **Educational Certificates- 10th and 12th marksheets/passing certificates, Bachelor Degree and Marksheets, Masters Degree marksheets**
3. **Relieving Letter of previous organization.**
4. **Appointment letters of last two organizations**
5. **Last three months' Pay Slip**
6. **ID Proof (Pan Card, Aadhar Card, Driving License, passport)**
7. **ID Proof of one of your Parents and Sibling (if any) (Pan Card, Aadhar Card, Driving License, passport Any one)**
8. **Address Proof (Aadhar Card, Voting Card, Light Bill Any one)**
9. **Photographs (Passport Size) – 2nos.**

This Offer of Employment is subject to receipt of satisfactory references. Kindly sign the copy as a token of your acceptance of the offer and return us the same. We welcome you to our family, where we nurture dreams to nurture the World.

Yours Truly,

For **REPOS INDUSTRIES INDIA PRIVATE LTD**

Accepted by

{{CANDIDATE_SIGNATURE}}



**Dimple Prasad
(Human Possibility Department)**

Kiran Jadhav