

09/13/2022

To,  
Mr. Sarvesh Balkrishna Belwalkar  
S/o Balkrishna Ganesh Belwalkar, 167 A,  
Kandalgaon, Shemad Rane Wadi, Malvan,  
Kandalgaon, Sindhugurg, Kandalgaon,  
Maharashtra-416606

**Offer Letter**

**Dear Sarvesh,**

With reference to your application and subsequent interviews you had with us, we are pleased to confirm your selection for the post of **“Project Engineer”** at Mumbai with our organization.

The detailed Appointment Letter will be issued to you at the time of joining; we would expect you to join as early as possible as but not later than **14/09/2022** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

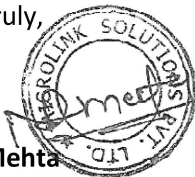
You are requested to bring attested copies along with the Original Certificates/ Testimonials at the time of joining along with following:

- 10<sup>th</sup> Class & 12<sup>th</sup> Class Mark sheets.
- Degree/Diploma Certificates in support of your educational/ professional qualifications,
- Three (3) Passport Size of Photographs
- Service Certificates from your all previous employers in case you are/ were employed
- Photocopy of your Aadhar Card and Pan Card
- Salary & Relieving Certificates from your last employer
- Last 3 months' salary slips and Bank Statement from your last employer

Please sign and return the duplicate copy of this offer letter as a token of your acceptance.

I would like to take this opportunity to wish you a successful career with us!

Thank you,  
Yours truly,



**Nirali Mehta**  
Sr Manager-HR

**I accept the Offer Letter and will report for duty on \_\_\_\_\_**

**Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_**