



Offer Letter

28th December, 2019

PRIVATE & CONFIDENTIAL

Dear JAGTAP AKASH ROHIDAS

This is in reference to your application and subsequent interview with the authorized personnel at Samrudhi Enterprises.

We are pleased to offer you the position of Accountant at Samrudhi Enterprises in the Waghalwadi location from the date 1st January 2020 and compensation Rs. 320000, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of organization, then this offer will be treated as invalid.

You are also requested to submit the following documents to main office on or before joining the company.

1. Resume (Updated) **2 copies
2. ID Proof (Pan Card) **2 copies mandatory
3. Address Proof (Aadhar Card) **2 copies mandatory
4. Education Certificates (10, 12, UG, PG) **2 copies each
5. Self-Photos (Stamp size) **4 pieces
6. Bank Account Proof, (Bank Passbook/Cancelled Cheque /Bank Statement) **2 copies
7. Previous Company Resignation, Reliving or Experience letter copy.

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Kindly provide your acceptance on same.

Thanks & Regards

Yours,

Mayank



Jagtap
Principal
Tuljaram Chaturchand College
Baramati

Sr. No	Student Name	Placement/Progression To Higher Education	Name Of The Employer/ He Institution	Pay Package/ Program
--------	--------------	---	--------------------------------------	----------------------