

Date : 10/07/2022

To,

MS. SHINDE RUKMINI SURESH**Sub: Offer letter for the position of Accounts Receivable Clerk.**

We are pleased to inform you that concerning your interview dated **07/07/2022** at **M.P. Accounting Pvt. Ltd.**, you have been selected for the designation of **Accounts Receivable Clerk**.

Your Training date is 15/07/2022.

- Probation period will be of 3 months from date of joining.
- Standard notice period will be for 3 month
- Company reserve rights to change in notice period.
- 7 Days training period will be non-payable.

Details terms of NAPS (National Apprenticeship Promotion Scheme) and will be provided in separate agreement.

CTC- Bifurcation	
CTC-Per Month	12,000
Deduction	0
Net Take Home	12,000
CTC-Per Annum	1,44,000

Your joining is subject to clear training certification and document verification. NAPS agreement letter will be given to you after successful training certification.

At the time of joining you are required to submit copies of the following documents, please keep originals with you.

- Copy of PAN Card and Adhaar card
- Three Color Photos
- Educational Qualification Documents.
- Copy of Salary Slip & Experience certificates of the previous organization
- Copy of offer Letter
- Existing Bank Account details (copy of Bank passbook first page / Canceled Cheque)

If you agree to these terms and conditions then please report to join training by **15/07/2022**.

Feel free to communicate with us for any further information.

Authorised Signatory ,

