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RENUKA FOODS PVT LTD.

RENUKA BAZAR,
Waghawadi, Baramati - 412306
State Name: Maharashtra.
Mayank Balgude, Contact Number- 9579906410

Offer Letter

12th February, 2022

PRIVATE & CONFIDENTIAL

Dear Mr./Miss Kore Shubham Shivaji,

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

We are pleased to offer you the position of Account Assistant at Renuka Bazar in the Waghawadi location from the date 01.03.2022 and compensation Rs. 170000, 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

