



**PEPL/HR/OL/18-013**

**Subject – Offer Call Letter**

Dear **Mr. Deepesh Sahu**

In furtherance to our discussion and deliberations, we are pleased to make an offer to you to join on our rolls as a **Management-Trainee on 5-march 2018.**

As we welcome you to be a part of Pyrotech family, we request you to go through the basic details on the joining and comply with the same to ensure that you have a smooth on-boarding experience with Pyrotech.

**Reporting Time : 9.00 am**

**Date of Joining : 6 march 2018**

**Dress code: Business formals**

**Joining Location: Udaipur**

**Address: Pyrotech Electronics Pvt. Ltd. Unit #2, E-329, Road No. 12, M.I.A., Udaipur-313001, Rajasthan**

Pursuant to the above communication regarding your joining at Pyrotech Electronics Pvt Ltd. Unit #2, we hereby inform you that you are required to complete the joining formalities by producing the following documents :-

<b><u>S.NO.</u></b>	<b>DOCUMENTS REQUIRED AT THE TIME OF JOINING</b>
1.	ID Card- PAN card, Voter ID card, Driving License, Passport, Aadhar Card, bank pass book
2.	Medical Fitness Certificate- Not more than before six months.
3.	5- Passport size recent Photographs.
4.	Character Certificate, Police Verification Certificate- Not more than before six months.
5.	Copy of all Educational Documents + Originals.
6.	Non- Judicial Stamp Paper of Rs. 50/- only.

Please bring all your Previous Employment Appointment Letters, Experience Certificates, Last 3 Month Salary Slips and Relieving letter (If applicable).

Please sign this letter & return it to us within 2 days, as a token of your acceptance of the Offer.

The Official Appointment Letter with the Company Terms & Policies shall be provided upon Joining.

*Congratulations! We look forward to an enduring relationship with you.*

*For Pyrotech Electronics Pvt. Ltd. Unit#II*

*Authorized Signatory*

*I accept the offer as outlined above*

*Signature*

