Dear Tejal,

Hope you are doing good.

We are pleased to offer you the position of **Tr. Associate.** Please find attached CTC structure, your CTC is going to be **Rs.156,965.**

We expect you to join on **January 8th, 2018.** Following mentioned documents of yours would be requiring at the time of joining.

1. Experience Certificate (If Any)

2. Salary Certificate (If Any)

3. Relieving Letter (If Any)

**4. Testimonials/Mark sheet (Starting from 10th Standard to till Post graduation)**

**5.** **2 Copies of** **PAN Card, Driving License and Aadhar Card (Mandatory; Must apply and Submit within 15 days from joining if not having; Scan copy is required)**

6. ID Proof, Address Proof copy (Passport, Bonafide etc.)

7. Date of Birth Proof (Birth Certificate/10th Board Certificate)

8. 4 Passport Size Photographs

**9. Family members DOB and Age. (Mandatory)**

10. Copy of ESIC Card and PF/UAN number(If any from previous organization)

**Note : This offer is valid upto December 29th, 2017, kindly acknowledge the email before December 29, 2017.**

Feel free to contact us, in case you have any query.

Regards,

Renu Sharma