

Date: 11/01/2018

To,

Mr. Gaurav Baban Jadhav

Lane No.2, Gajanan Nagar, Garkheda parisar

Aurangabad

**Subject : Offer Letter**

Dear Mr. Gaurav Baban Jadhav

This is in reference to your job application and the subsequent interview you had with us, we are pleased to offer you employment for the position of **Trainee Engineer** with our organization. You shall be placed at our Waluj office

The Detailed agreement appointment letter will be issued to you at the time of your joining with our organization. You are requested to tender your confirmation and acceptance of this offer within a period of one week from the date of the issuance of this letter and have to join on or before 1<sup>st</sup> Feb 2019, failing which this offer will stand withdrawn automatically.

You are also requested to please carry the following documents at the time of Joining :

1. Educational Qualification Certificates ( Original & Photocopy )
2. Experience Certificate and Releiving Certificates from the previous employers.
3. Copy of Resignation / Acceptance Letter from the current employer.
4. Passport size photograph ( 3 nos)
5. Copy of Address Proof and Pan Card
6. Last Month Salary Slip.

At Last, we welcome you and look forward to a mutually long lasting relationship and trust with our company.

Yours Truly,

For 3A Industrial Automation