

Reference Number: HR/OL-148/05/2017

Date: 04th May 2017

Ms Reena Jagan Dongre
Plot No.8, Raveeri Niwas,
New Nandanvan Colony,
Aurangabad – 431003.

Subject: Letter of Offer

Dear Ms Reena,


This has reference to your interview had with us, we are pleased to offer you the post of **Trainee – Corporate HR at B-12 Plant** in TR Grade As per the discussion had with us which are as follows:

- 1) You will be on Trainee initially for a period of One Year.
- 2) As indicated you will join us on or before **08th May 2017** (However you are advised to join us at the earliest). A detailed letter of appointment will be issued to you after joining.
- 3) You will be paid emoluments as per the discussions you had with us at the time of interview.
- 4) You are requested to bring along with you following documents at the time of joining.
 - i) Certificates indicating educational qualifications.
 - ii) Three recent passport size photographs.
 - iii) Relieving certificate from the previous employer.
 - iv) Experience certificate of all previous employers.
 - v) Proof of last salary drawn.
- 5) This offer letter shall remain automatically cancelled in case you fail to join us on the stipulated date.

If the above terms and conditions are acceptable to you please sign the duplicate copy of this letter and return it to us.

Thanking you,

For **Metalman Auto Pvt Ltd.**,


Shrikant G. Mundada
President - Operations


METALMAN AUTO (P) LTD.

PLANT : B-12, MIDC, Waluj,
Aurangabad - 431136, India.
t : +91 0240 - 6652444

REGISTERED OFFICE : 8, 3rd Floor, Portion 'B', Plot No. S-533,
Greater Kailash - II, New Delhi, Delhi, India. 110048
e: info@metalmanauto.com CIN No. U34103DDL2000PTC0305219

