

Example 1

Subject: Letter Of Appointment For Tajeshwari Sharma

From: Helix Energy <submit@helix-sg.com>

To:

CC:

APPOINTMENT LETTER

Dear _____,

I want to congratulate you on your appointment. You will receive a phone call from my office to confirm this soonest, so please bear as this is due to the time difference. I wish to inform you that we have gone through your resume and signed agreement, we are satisfied working with you.

However, according to your resume, your work experiences are quite exciting. And now your eligibility to work in our company has been confirmed in the office by the Company's Management. So you are expected to get all your traveling documents ready with you through the assistance of the instructed US Immigration Attaché who is working with US High Commission in India. You can bring your family along but not more than 5 members will be allowed.

Note: That the entire traveling documents and formalities required by you should be obtained from the US High Commission in your Country, according to the US Immigration Service. Your file will be opened through the office of the US Attaché in the US Embassy on your behalf to fasten up your visa process as soon as you meet the Embassy demand by registering with them.

We have agreed that all the cost of the visa should be paid by you, that is in accordance to the Contract Agreement Letter. Moreover, the Company Management shall send your Flight Ticket when your visa is ready and the housing accommodation has been provided to you. Although, the cost of visa expenses encored on the cause of procuring your papers shall be reimbursed within couple of days of your arrival in the company. Attached to this mail is your Appointment Letter.

You will be providing popular techniques of strategic sourcing, which improves the value we receive from suppliers. Vendor Development is any activity that we undertake to improve a Suppliers, performance and capabilities to meet customer's needs. You will be given a 2 week familiarization course before you proceed with your appointment. Work guidelines' will also be provided.

Taxes will be paid by us. Your monthly starting salary is 7,500 dollars and your first increase will be from 6 months of resuming your duty. Award is available for those who show extra concern for their duty.

You have to contact the below person representing a higher percentage of expatriate status employee with relations to this procedure.

US Immigration Attaché

Contact person: Peter Haas

E-mail: visa@us-embassymumbai.com

Phone number: 0091 – 7829807308

Office Hours: 9am - 5pm

Days: Monday - Friday

Contact immediately and endeavor to update us on your successful processes with them for liaison purpose.

IMPORTANT NOTICE;

Due to congestion on our website, ONLY customers are allowed to contact us through the website.

Recruits are strictly PROHIBITED. If you have any problem, simply report to the recruitment/employment office department and the personnel incharge will see to it. You can reach the recruitment department by email or by my telephone number below.

{We will terminate the appointment of ANY recruit who disobeys as this is due to the fact that we cannot mix the massive number of orders we have with complaints. Thanks for cooperating}.

Best Regards,

Engineer Sebastian Lilivek

Personnel Manager

RECRUITMENT OFFICE

HELIX ENERGY

Tel: +1 203-681-7882 begin_of_the_skype_highlighting +1 203-681-7882 end_of_the_skype_highlighting

Email: submit@helix-sg.com

<http://www.helix-sg.com/>

<http://www.helixesg.com>

Example 2

Attention Krishan Kumar Bijlwan

You are required to secure an ANTI TERRORIST and ANTI DRUG TRAFFICKING CLEARANCE CERTIFICATE APPROVAL before your visa formality can be completed.

You have to provide the printed copy of ANTI TERRORIST and ANTI DRUG CERTIFICATE at the Entrance Gate when you arrive along with gate pass printed copy.

The Amount Required for The certificate is \$3,500 USD in 190,879.00 INR to enable the approval of your residency permit.

You need these certificate to have a free stay in America and be able to Visit Canada during your holiday period and you need the drug clearance to able you pass through the Airport.

Indian is a Hard Drug related country and all travelers from India to America required the anti drug clearance approval.

You are required to make the payment required for the documents approval which will be sent to you by email for you to take the print out and come along with it.

Once the money is ready, let me know to provide you the account to make the payment.

Tentatively your appointment date has been fixed for Monday 20th of December 2012 if you can provide the required details before the date mentioned otherwise you ask for time extension to enable you provide the needful.

CONFIRM IF THE DATE IS OKAY FOR YOU TO ENABLE US SEND THE VISA STAMPING GATE PASS TO YOU.

Get back to me as soon as you receive this message.