

Letter Head of Company
Job offer letter for Assistant Manager

Date 25-07-2018

Mr. Rajiv Kumar
#112 Phase 8
Mohali

Subject : OFFER FOR EMPLOYMENT

Dear Rajiv

With reference to your application and subsequent interview held at our office. We are pleased to offer you employment in our organization as **Assistant Manager**. However, in future based on the business exigencies the position may be transferrable to any other location of the company.

As discussed, your joining date will be **2nd August 2018** and you shall report to at our Head Office at 09.00 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you Join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates)
- Relieving letter from you previous employer
- Copy of Salary Certificate/Last three months Salary Slip
- Experience Certificate from previous employments
- Proof of Address
- PAN card
- Three passport size photographs

At Last, we welcome you in A2IT family and wish you a rewarding career ahead. Please feel free to get in touch with the Ms. Shweta, HR Executive at any time for any further information.

Thanking you,

A2IT Pvt. Ltd.

Mohali

Balvir Chahal
Managing Director