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Kaksh Mahajan

Advocate

(Legal & Tax Consultant)

Deals In : Excise, GST, Income Tax, T.D.S., Service Tax & Allied Matters.

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Ref. No. : 151

Dated : 24/07/2019

Subject: Letter of intent

Dear Suraj Singh

Further to your application and subsequent interviews you had with me. I am pleased to offer you the position of Computer Operator.

You are required to join duty on August 01, 2019 and work timings will be 10:00 AM to 5:00 PM, Monday to Saturday.

On the day of joining, I request you to report to the office and must submit the following documents:

- Proof of Date of Birth and Residence.
- Two passport size photographs(Colored).
- Medical fitness certificate from M.B.B.S
- Bank account No.
- Copy of Pan card.

Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to organization. We look forward to years to fruitful co-operation and success.

Kaksh Mahajan
KAUSH MAHAJAN
Advocate
Near Shahzada Gas Agency
Hardochhanni Road, Gurdaspur
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ADVOCATE.

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