

Ref: PPSPL/HR/18-19/OFR/196
Date: 1 March 19

To,

Ms Ankita Vijaykumar Gite
4, Durvesh
Trimurti Nagar
Nashik
Maharashtra 422101

LETTER OF OFFER

Dear Ms Ankita Vijaykumar Gite,

This has reference to your application dated 26 November 2018 and subsequent discussions on 1 February 2019, we are pleased to offer you an Employment with us as **Trainee Engineer**. Details of the terms and conditions of offer are as under:

1. You will be based at our Pune Office.
2. Your date of commencement of Employment will be on or before 1 March 2019.
3. You will be entitled to receive compensation and benefits as per the enclosed Annexure.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. You will be on probation for a period of 6 months from the date of joining.
6. Notice period in case of resignation : During Probation : 30 days, or gross salary in lieu thereof.
After Confirmation : 60 days or gross salary in lieu thereof.
7. The company may terminate your services without assigning any reasons during course of employment with 30 days notice or notice pay (gross salary) in lieu thereof.
8. Please bring along the below listed documents / details on your day of joining.
 - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)
 - b) Original Academic Certificates (all from 10th to Highest)
 - c) Resignation Acceptance letter with acknowledgement
 - d) Relieving letter from previous employer (Original)
 - e) Proof of compensation - last drawn (3 Months' salary slips - Original)
 - f) 2 passport size photographs (Recent)
 - g) Address proof
 - h) Pan Card
 - i) Aadhar Card
 - j) Copy front page of passbook of your bank account
9. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Best regards,

C. R. Kulkarni

Charudatta Kulkarni
Authorized Signatory
Incl: Proposed Salary Structure

Precision Precast Solutions Pvt Ltd.
2019-2020 Ankita Vijaykumar Gite

Employee Details

Employee Code	PT056	Branch	PUNE
Employee Name	Ankita Vijaykumar Gite	Department	NONE
Father / Husband Name		Designation	Trainee Engineer
Gender	F	Grade	
Employee Address		Cost_Center	
Employee PAN	CUVPG7363K	Category	
Date of Birth		Section	
Email Id	giteankita@gmail.com		
Date of Joining	01/03/2019	PF Account Number	PUPUN1617037000/0010056
Date of Confirmation		ESIC Account Number	3310653535

Employee Bank Name & Branch	Kotak Mahindra
Employee Bank Account Number	0366000101054480
Employee IFSC/MICR Code	PUNB0036600

Employee UDF Details

Field Name	Value
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