

Date: 8th June 2020

Ms. Gayatri Kulkarni
Ganesh Nagar, Sangamner

With reference to your application and subsequent interview you had with us, we are pleased to inform that you have been selected for **Porite India Pvt. Ltd.** Below are the details of our offer:

Designation : Graduate Engineer Trainee
Company will decide about continuation on the basis of your performance for 1 year.
Location : Pune
Date of Joining : 1st July 2020
Annual CTC : 2,50,000 /-

On the date of your joining, you may please bring along the following documents:

- Photocopy of Aadhar Card
- 2 copies of PAN card
- Photocopy of Passport and Driving License
- Photocopy of address proof: Electricity Bill or Rent Agreement
- Photocopy of applicable educational certificates. (SSC/HSC/Graduation/Post-Graduation)
- Photocopy of previous Experience Certificates, previous Relieving Certificates (if any), previous Salary Slips
- Photocopy of bank passbook/cancelled cheque
- 5 Passport size photographs

Your formal appointment letter along with salary break up will be issued to you within a week of your joining subject to positive verification of references.

Please sign and return the copy of this letter as a token of your acceptance

We welcome your association with our firm and look forward to work with you.

Sincerely,
For Porite India Pvt. Ltd.,



Chang Chern Chu
General Manager (Director)