

OFFER LETTER

Akshay Upare,
Pune

Date:-27-Jun-22

Dear Akshay,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Customer Advisor** in our organization.

We would expect you to join as early as possible as but not later than 5 July 2022. Beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

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

1. An updated Curriculum Vitae
2. Copies of Educational Certificates
3. Copies of Professional certificates
4. 4 Passport Size photograph
5. Pan Card & Aadhar Card
6. License copy (4wheeler preferable)
If 4wheeler driving license is not issued, suggested to issue the same as early as possible.
7. Rent Agreement/ Light Bill

This Offer of Employment is subject to receipt of satisfactory references.

This Letter of Offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

With warm regards,

Rudra Motors,



Nikhil Sanghai
HR Manager

