

20th February, 2024

To,
Sambhram R Chowta
Sri Prasad "4-65/2,
Vidyanagar Kulai,
Mangalore

Sub: Offer of Appointment

Dear Sambhram,

Reference to your application and our subsequent discussions, we are pleased to offer you the position of **Trainee** at Chowgule SBD Private Limited on the terms and conditions mutually agreed. Your candidature was found to be most suitable and exceptional, and we look forward to welcome you on board.

Your terms and conditions are as follows,

- You will be posted at Mangalore.
- Salary offer will be as per the details shared with your separately
- You are requested to join on 1st April, 2024

You will be required to produce at the time of joining, the following documents:

- Self-certified copies of Aadhar Card, Pan Card, Bank account details (passbook or Cancel cheque), Proof of Date of Birth – Birth Certificate or School certificate, educational/professional/technical qualifications, Previous employment, if any.
- Medical fitness certificate in the form prescribed, from a Registered Medical Practitioner.
- Two copies of your recent passport size photograph.

In addition to the above, as a part of onboarding process, you will be required to fill statutory forms as prescribed under Employees Provident Act and Gratuity Act and any other form / declaration as applicable.

We would appreciate if you could convey your acceptance to this offer immediately.

The detailed appointment letter will be issued to you upon your joining the Company.


This letter does not constitute an appointment and same shall be effective only after acceptance of the terms and conditions of appointment.

Thanking you,

Human Resource Department

*This is a system generated letter and does not require any signature.




Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

CHOWGULE SBD PRIVATE LIMITED