

Dated: 17-Nov-16

To,
Binit Kar
286 Rakshit Para Road, Sorsuna Super Market
Green Park, Kolkata – 700061

Sub: Offer Letter

Dear Binit,

This has reference to your application for employment in our organisation, followed by the interviews you had with us.

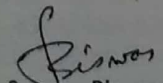
We are pleased to offer you employment as **Teacher - Chemistry** effective from **17/11/2016**, on the terms and conditions as negotiated with you. Your Gross salary would be **Rs.25,000 /-** per month.

Please note that this is merely an offer letter. Subsequent to your joining, the standard appointment letter will be issued to you, subject to this organization receiving and verifying the copies of the following documents:

1. Education Certificates (Starting from 10th standard)
2. Work Experience Certificates
3. Relieving Letter from the last employer
4. Proof of Date of Birth
5. Copy of PAN Card
6. Copy of Adhar Card
7. Passport Size Photographs (4)
8. Salary Slips from Last employer (for last 3 months)
9. Copy of your latest CV

Kindly confirm your acceptance on duplicate copy of this letter and indicate your date of joining.

With Best Wishes,



Swarup Biswas
AVP-HR
RICE Group

Corporate Office :

'DISHARI BHAWAN', 11/1, B.T.Road, Rathtala, Belgharia, Kolkata-56, Ph-033-2564-4340/0604