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 **South Glass**
Toughened & Laminated Glass for Automobiles
Mr. G VENKATESH.

Date: 12.10.2020

H no - 1-41 Kodurgu Raviryal, vedra,
Dist - Ranga Reddy, Telangana Pin - 509207
Mob: +91- 9603387657, gavvalavenkatesh@gmail.com
Dear Mr. G VENKATESH.

Sub: Offer Letter - For the Post of "QUALITY EXECUTIVE"

With reference to your application for "QUALITY EXECUTIVE" position and subsequent interview with us, we are pleased to inform you that you have been selected to the above post. Your appointment will be as per the terms of the appointment letter that will be issued your joining and submission of the following documents.

In connection with above, we are pleased to confirm the offer as per discussion had with you. Your annual CTC is fixed at Rs. **1, 80,000/- (One Lakh Eighty Thousand Only)**

You are required to join your duties on or before **20th October 2020** at Burugulla (v) Farooqnagar (M) Ranga Reddy (Dist). Otherwise this offer letter stands cancelled.

You will be on probation period for a period of **Six Months** from the date of your joining. The company reserves the right to terminate your services without any notice/pay during this period. (You have to work 2 Years)

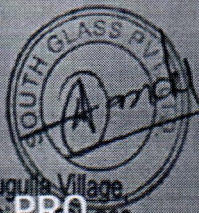
Following certificates of original and duplicate need to be submitted for verification and records.

1. SSC / School Leaving Certificate for proof of age
2. Certificate in support of Educational Qualifications from SSC to Degree/PG.
3. Experience letter(s) from Present/Previous employers
4. Relieving Letter(s) from present & last Employer(s).
5. Last Three Months Pay slip(s) from Present/last employer.
6. Photo ID and Address Proof (Aadhar/Ration Card/Voters ID/Passport each one 2 copy's)
7. PAN Card photocopy, Passport size photographs - 5 nos.

Offer letter does not constitute your appointment and the appointment letter will be issued to you after reporting to duties with in stipulated time. The job offer will be effective on your formal acceptance of the terms of appointment offered to you and completion of necessary formalities.

You are requested to sign the duplicate copy of this Letter of intent and return it to us by way of acknowledgement and acceptance of its terms.

Yours faithfully,
For SOUTH GLASS PVT LTD,



SOUTH GLASS PRIVATE LIMITED
Sy. No. 759, 761, 762, 765 & 766, Burugulla Village,
Farooq Nagar (M), Ranga Reddy Dist - 509202.
Email: info@southglass.in www.southglass.in



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