



Dollar Industries Ltd.

CIN NO. : L17299WB1993PLC058969
(AN ISO 9001:2015 CERTIFIED ORGANISATION)

Date: 26th Oct 2020

OFFER LETTER

Dear Ms. LEESA

With reference to your resume, which you have submitted to us, and subsequent discussion you had with us, we are pleased to appoint you for the post of "HR & ADMIN ASSISTANT".

The said offer will be valid till **28th October 2020**. Therefore, you are requested to report on duty within the valid date otherwise this offer will be treated as cancelled. On receipt of this Offer Letter, kindly inform your acceptance in couple of days, by e-mail. You are requested to submit the list of documents mentioned below before/at the time of joining the company.

- 2 Passport Size photograph
- Address Proof - Present & Permanent (Voter Card, Aadhar Card, Ration card, Passport etc)
- Identity Proof - Pan Card, Driving License, Smart Card.
- Educational Certificates.

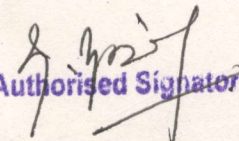
Note:

Self-attestation in all the documents is required. After Probationary Period, we will issue the Appointment Letter & benefits as per the company terms and conditions.

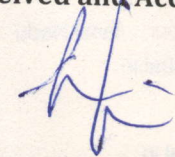
For any query feel free to call us.

Thanking you,

For DOLLAR INDUSTRIES LIMITED


Authorised Signatory

Received and Accepted


(Name of Candidate)