

Subject: Fwd: Offer Communication | Business Development Executive-Intern | Durgapur

From: Krishnendu Chakraborty <c.krishna1995.kc.kc@gmail.com> on Thu, 09 Nov 2017 10:58:15

To: indrani.das@rediffmail.com

Cc: Subhra_prakash1234@rediffmail.com

2 attachment(s) - New_Joining_Details_1.xlsx (10.60KB) , Annexure_Krishnendu.pdf (53.77KB)

----- Forwarded message -----

From: "PROSENJIT" <prosenjit.dey@srl.in>

Date: Jul 22, 2017 11:57 AM

Subject: Offer Communication | Business Development Executive- Intern | Durgapur

To: <c.krishna1995.kc.kc@gmail.com>

Cc: "Manab Chatterjee" <manab.chatterjee@srl.in>, "Abhijit Bhattacharjee" <abhijit.bhattacharjee@srl.in>, "Partha Pratim Banerjee" <parthapratim.bj@srl.in>

Dear Mr. Chakraborty,

With reference to our discussions and subsequent meetings held, we are pleased to offer you the role of "**Business Development Executive- Intern**" based at Durgapur . Referring to the enclosed annexure, you will be paid salary as per agreed discussion for this role.

Please note that your employment will be subject to verification of necessary documents, references and pre-employment medical examination and shall be governed by the Service Rules and Policies adopted by the Company from time to time.

You will be required to join duty on or before **July 24, 2017**. You are required to send us a copy of the following documents along with filled joining kit as enclosed, post acceptance of this offer.

1. Proof of Date of Birth
2. Academic & Professional Qualification Certificates
3. Relieving letter from the last employer
4. Experience letters from past employers
5. Last Salary Slip (If Applicable)
6. Passport Size Photographs (Four)
7. Copy of PAN Card
8. ID Proof / Address Proof

We take great pleasure in welcoming you to SRL Family and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. This offer is valid for only 02 working days from the date of issue, if not accepted.

Upon joining you will receive a detailed Letter of Appointment mentioning all terms and conditions.

Kindly confirm acceptance of this offer by return mail.

Warm Regards,

Prosenjit Dey

Manager - Human Resources

SRL Limited

P S Srijan Tech Park, Ground & 8th Floor, Plot No.52, DN Block, Sector- 5, Salt Lake,

Kolkata- 700091