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Imagine. Innovate

Date: 14/06/2019

To,

Mr. Abhishek Chatterjee,

Sub: Provisional Offer Letter

With reference to the interview you had with undersigned for the post of **Business Executive** for our **Hospitality** division, we are pleased to inform that you have been shortlisted for the position stated above, and initially you will be based at **Kolkata H.Q.**

Further, you are invited to attend training program from 09th July to 23rd July 2019 at Ahmedabad.

| Accommodation / Travelling Details | | | |
|--------------------------------------|--|---------------|------------------|
| Hotel Address | Hotel Ginger (Tata Group) Drive In Road, Behind Himalaya Mall Ahmedabad-380052 | | |
| Check In Date | 07/07/2019 | Check In Time | 12:00 PM onwards |
| Checkout Date | 23/07/2019 | Checkout Time | Before 8:30 AM |
| Train Fare Eligibility | SL (Sleeper Class) fare | | |
| Important | 1. In case your reporting date at H.O is within next two days of issuance of this letter, you are entitled for SL (Sleeper Class) tatkal fare. 2. Original railway ticket is mandatory for reimbursement. 3. No deviation in Check-in / Checkout date & time is allowed. | | |
| Reporting Date & Time at Head Office | 08/07/2019 at 09:30 AM | | |

You may book your return ticket on 23rd July 2019 (after 7 pm) or on 24th July 2019 morning.

You are suggested to carry following documents (photocopy for submission and original for verification) at the time of reporting at HO.

- Four latest Passport size color photographs
- Semester wise Mark Sheets (SSC, HSC, Graduation or Post Graduation etc) & Degree Certificate
- Experience certificate or appointment letter of previous employments (if applicable)
- Last three month's salary slips or bank statements (if applicable)
- Aadhar Card, PAN Card, Driving License & RC Book (Mandatory)
- Medical fitness form (in the format attached)
- Copy of resignation letter sent to current employer (if applicable)

Kindly note that appointment letter will be issued only after successful completion of training & submission of all necessary documents.

Thanking you,

For, Troikaa Pharmaceuticals Ltd.

Yogesh Mishra

General Manager - HRD Mktg.

Troikaa Pharmaceuticals Ltd.

(Formerly Known as Troika Experts Pvt. Ltd.)

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