



Ref No: K&J/NGP/HO/HRD/OL/2022-23/103

Date: 30<sup>th</sup> –May-2022

To  
Mr. Sandeep Rao Gandla,  
H.No: 1-79, Yenmangandla.(Vi),  
Nawabpet.(Ma), Mahabubnagar.(Dist),  
Pin Code: 509340.  
Mobile: 9010275302  
Email: [sandeepsunny8080@gmail.com](mailto:sandeepsunny8080@gmail.com)

**Sub:** Offer letter for the position of “Environment Executive”

**Dear Mr. Sandeep Rao Gandla,**

This has reference to your telephonic interview and subsequent discussion had with you; we are pleased to appoint you as “Environment Executive” for our ‘RO Hyderabad’.

Your remuneration shall be **CTC Rs. 32,000/- Per Month**. Your employment shall be governed by all statutory compliance such as PF, PT, ESIC, standing orders/ services and other rules & regulations of the company. Personal accommodation and consumption shall be borne by you. You will receive a detailed appointment letter after your joining.

On reporting please bring the following documents:

1. Three passport size photographs
2. Photocopy of Educations & Experience certificates
3. Proof of age certificate
4. ID Proof
5. Relieving letter of the last employer
6. Salary Slip for last three months

You are required to join the company on or before **10<sup>th</sup> June 2022**. Please return a signed copy of this letter as a token of your acceptance of the offer.

We look forward to a mutually rewarding association.

For, K & J Projects Private Limited

  
Syed Foorqan Rezvi  
General Manager HR



**K & J PROJECTS PRIVATE LIMITED**

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