



Ref: HR/Offer/TAPF/VSK/ 2023

13<sup>th</sup> February 2023

CONFIDENTIAL

Mr. Anwesh Patel  
Raipur,  
Chhattisgarh.

Dear Mr. Anwesh,

**Sub: Offer of Employment – "(Assistant Operations Manager)".**

With reference to your application and subsequent interview with us, we are glad to offer you employment in our organization, The Akshaya Patra Foundation as "**(Assistant Operations Manager)**" Your Compensation will be as discussed during the interview...

Your date of commencement of employment with The Akshaya Patra Foundation shall be on or before **(15<sup>th</sup> Mar 2023)**. You will be initially posted to work at The Akshaya Patra Foundation, Visakhapatnam.

Further, you may be transferred to any of TAPF Units located anywhere in India and / or you may be deputed to any of our associate trusts and foundations anywhere in India. You will be under probation for a period of six months from the date of your joining. A detailed appointment order will be issued to you after joining duties with us

At the time of joining, kindly provide following documents to our HR Department:

- Date of Birth Certificate / SSLC Marks Card (photo copy)
- Address Proof (Passport, Ration Card, Aadhar Card, Voter's ID Card or any other document authorized by the State or Central Governments (photo copy))
- Educational Certificates (photo copies)
- 4 (Four) Passport size color photographs
- PAN Card (photo copy)

This offer is subject to your satisfactory reference checks and medical examination by the organization identified hospital (wherever applicable). If the reference checks and / or medical examination (wherever applicable) are not satisfactory, the organization has the right to withdraw this offer of employment forthwith.

As a token of acceptance of the above offer, you are requested to sign on the duplicate of this employment offer and send it to us.

We wish you the very best and hope to have a fruitful and mutually benefiting association with you.

Yours truly,

For The Akshaya Patra Foundation

  
(Authorized Signatory)



I accept the offer and will join on 17/03/2023

  
14/02/2023