

COOL INDIA

A GOVERNMENT APPROVED COMPOSITE CONTRACTOR

Offer Letter

Dated: 01/06/2014

Mr. Pankaj Kumar
H.No. 5/34,
New Friends Enclave West
Near G Block, Sultanpuri,
Delhi 86

Sub: Offer letter

Dear Pankaj,

We are pleased to offer you the full-time position of Maintenance Engineer at M/s Cool India with start date of June 09 2014. Prakhar Sharma at Head Gewar Hospital Delhi will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be perfect fit for our company.

We look forward to having you on our team.

Regards,

For M/s COOL INDIA



M/s Cool India Propri



Head Office : 32-B, Vrindavan Garden, Sahibabad, Ghaziabad, U.P. - 201005, GSTIN : 09AQIP5735L1Z3

Branch Office : P. No. 48, Barkat Manzil, 2nd Ext., Kamla Nehru Nagar, Jodhpur 242001, GSTIN : 08AQIP5735L1Z5

Branch Office : G-18, Naveen Shahdara, Delhi-110032, GSTIN : 07AQIP5735L2Z6

Branch Office : B-158, Nehru Colony, Dehradun, Uttrakhand - 248001, GSTIN : 05AQIP5735L2ZA



9971500934, 8861793175



coolindia.vinay@gmail.com

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Relieving Letter

Dated: 20/06/2018

Mr. Pankaj Kumar
Maintenance Engineer

Sub: Relieving letter

Dear Pankaj,

This is in reference to your letter on the date 15/06/2018, where you had requested company to relieve you from the employment. We wish to inform you that your resignation letter has been accepted by our management. You shall be relieved from your duties as a Maintenance Engineer once you serve the notice period. The last date for employment will be 30/06/2023.

We wish you good luck with your future endeavours.

Regards,

For M/s COOL INDIA



Proprietor

M/s Cool India



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Ref. No. 08/CI/2018-19

Date: 30/06/2018

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Pankaj Kumar, S/o Mr. Hukum Singh worked at M/s Cool India from 09/06/2014 to 30/06/2018 as Maintenance Engineer. His daily duties were to make purchasing orders on SAP and monitor the site accordingly. During his work period we found him sincere, honest and hardworking with a professional attitude. On the basis of his skills he has been paid a salary of Rs. 20,000 per month. His behaviour with other company staff was very good and also receives appraisals from senior members of our company.

Regards,

For M/s COOL INDIA



M/s Cool India Proprietor



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