

BO INTERNATIONAL

A - 91, WAZIRPUR INDUSTRIAL AREA, NEW DELHI - 110052, INDIA PH: 91 - 11

- 27372060, 91 - 11 - 27373893 FAX : 91 - 90229958 82

Date: 12th May 2018

Dear Gagan Kumar Jha

This has reference to your application dated 11th May 2018 and subsequent interview you had with us, for the position of Operations Manager in our organization based at New Delhi.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed

Your In Hand/Gross Salary Compensation will be Rs 30,000 per Month.

You are required to submit copies of the following:

- a) Latest Passport size photograph.
- b) Service Certificates of your previous jobs.
- c) Birth Certificate / School Leaving Certificate showing date of birth.
- d) Educational Qualification Certificates.

On joining you will be required to furnish:

- a) Relieving letter and Experience Certificate from your present employer.
- b) Last drawn Salary Slip/Certificate showing monthly salary and Annual benefits, from the present employer.

You shall join the services of the Company on or before 14th May 2018. We shall appreciate your confirmation of acceptance of the above offer latest by 13th May 2018. Non-acceptance before the stipulated date shall make this offer redundant automatically. You will be on probation period for three months and no leaves will be entitled during that period.



Our detailed letter containing terms and conditions will be given to you on your joining. Your salary structure and allowances will be given with your appointment letter.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,
For BO International

Aayush Gupta
Owner

A handwritten signature in black ink, appearing to read 'Aayush Gupta', is written over a light blue rectangular stamp. The signature is cursive and includes a small flourish at the end.