



SUMMITT AGRO CHEMICALS

Mr. Kuldeep Sharma
Address- Village- Simar, Tehsil.-Mehgaon
Dist.-Bhind (M.P.)
Mob-9754128911
Email-chotupandit452@gmail.com

Dt. 06/04/2023

Subject- Offer Letter the post of "Sales Officer"

Dear Mr. Kuldeep Sharma ,

This is with reference to your application and subsequent interview had with us, we are pleased to offer you the position of "Sales Officer" on annual package and other terms & conditions mutually discussed and agreed during interview.

The position we are offering is that as a "Sales Officer" at a CTC 240000/- per annum. You

are advised to join your duties as per below details:-

Date of joining	:	on before 15 April 2023
Place of Joining	:	Ujjain (Madhya Pradesh)
Reporting Person	:	Mr. Vikrant Bhadouriya (Resional Manager)

Please be informed that we will keep the above position reserved for you till on before 15 April 2023 and in case of delay in joining you will lapse the opportunity. Formal Appointment Letter incorporating your mutually agreed Salary Structure & Company's Service Rules will be issued to you after your joining.

Please ensure the submission of following document at the time of joining

1. Photocopies of Academic/Professional Certificate/Degrees.
2. Photocopies of Experience Certificates & Salary Slip.
3. Acknowledged copy of offer Letter.
4. Photocopy of age proof.
5. Relieving Letter or Resignation acceptance Letter from your last organization in original.
6. Photocopy of personal ID (DL/RC/)
7. Photocopy of address proof (Ration card/voter card)
8. Photocopy of PAN Card for income Tax Purpose

Please note that you have to show the original documents in order to verify their photocopies

Looking forward for your timely joining

Thanking you,
Your faithfully,

For SUMMITT AGRO CHEMICALS



I have gone through the above terms of joining
Carefully and hereby accept the same

Signature

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E-Mail: summittagro@rediffmail.com, www.summittagrochemicals.com