

12 Feb, 2021

Ms. KARISHMA CHAUHAN

J-68, BETA-II,

GREATER NOIDA,

UP.

Dear **Ms. KARISHMA CHAUHAN**,

In reference to your interview with us, the management is pleased to offer you the position "Lecturer" with our organization to be based at our NIMT Office. Your joining date is 30 Dec. 2020. We trust that with your knowledge, skills, and experience, you will contribute, add value, and grow to be a valuable asset to the organization. We welcome you aboard and wish you success in your career with us.

Please submit the following documents, hard copy and coloured scan copy on or before the date of joining:

1. Photo Identity and Address Proof (both present and permanent residences)
  - 1.1. PAN card and AADHAR card (Both mandatory)
  - 1.2. Passport/Voter ID
  - 1.3. Electricity/Gas/Landline Bill
2. Certificates of all Educational Qualification
3. State/National council registration certificate (if applicable)
4. Experience Certificates and Relieving Letters from all previous employers
5. Scan copy and 7 hard copy of passport size photograph

Do note written reference checks from your previous employers will be conducted; hence please send us the details of 3 professional references from each of your previous companies (reporting authorities).

Kindly note this offer is subject to you furnishing the above mentioned supporting documents and affirmative reference check responses. In case you fail to do so or if we find any of the documents submitted are false then this offer will immediately become invalid and stands withdrawn.

Please sign a duplicate copy of this letter as a token of your acceptance.

With regards,

Sincerely yours,



OFFER ACKNOWLEDGMENT  
KARISHMA CHAUHAN

*K. Chauhan*  
Signature