

# **EAST AFRICAN (INDIA) OVERSEAS**

Ref. No. HR/EAR/0001/ DL /23-24/

Date : 21/08/2024

To,  
Ms. Simran Kandari  
D/o- Atul P Kandari  
Dehradun,  
Uttarakhand.

## **Sub: - EMPLOYMENT OFFER LETTER**

Dear Ms. Simaran,

With reference to your application for employment and subsequent interview you had with us, we are pleased to offer you a post in "QC Microbiology Department" at **East African India Overseas- Selaqui-Dehradun**.

Your joining date will be **26<sup>th</sup> August 2024** as conveyed by you.

Your formal letter of appointment including terms /conditions will be issued to you on your joining the Organization.

Please arrange to submit the following original documents (returnable) for verification along with Photostat copies duly attested by you to us at the earliest or latest at the time of your joining the duty:-

1. School Leaving Certificate having Date of Birth & other supporting testimonials of your educational qualification.
2. Copy of last/present organization appointment letter
3. 8 Passport size photographs
4. Photo copy of ID proof, Driving License / Pan Card / Passport etc.
5. Medical Fitness Certificate.
6. Copy of Reliving/Experience Letter of Previous Company.

Kindly sign the duplicate copy of this offer Letter as token of acceptance of our offer and forward copy of same for our records and also send us a copy of your letter of resignation submitted to your current employer.

Thank you.

For East African (I) Overseas

Authorized Signatory

Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)

Agreed & accepted

Can join on or before