

**Date: May/24/2017**

**Ms/Mrs. Pooja Kumari**

**Sub: Offer Letter**

Dear, **Pooja Kumari** This has reference to the discussions that we have been having with you. Subsequent to the discussions we are confident that your knowledge and experience will be of value to the organization and will help us in achieving the objective that we have set for ourselves.

We are glad to offer you the position of “**Cashier**” in our organization, under the following terms and conditions:

Your monthly pay will be **Rs 20,000/-** ( Twenty Thousand INR only) and you are requested to join on **Date: May/24/2017. Plus Accommodation in Patliputra Industrial Area, Patliputra Colony, Patna, Bihar 800010 .**

1. You are required to declare that you are not related to any of the Directors of the Company in terms of section 314 of the Companies Act, 1956.
2. You are to submit the following documents, on or before your joining date
  - Original and photocopies of your academic and professional qualifications
  - Proof of age
  - Certificate(s) of employment and release letter(s) from all your previous employer(s)
  - Marriage certificate (only in case your surname differs from that mentioned in your birth, academic and experience certificates)
  - Salary slip and perquisites of last employer
  - Your appointment will be initially on probation for a period of six months or such extended period as may at our option be declared after you should report for mark to management. Which may be changed if required by the company?
3. After completing training programme successfully, the letter of appointment, containing all other terms and conditions, will be issued to you after joining the duty, before issue of first pay cheque.
4. ID Proof mandatory

Please sign on the copy of this offer letter as a token of your acceptance and indicate the date on which you will join the organization.

We look forward to mutually enriching association ahead.

With regards,  
**HDFC BANK**



**Bhagyaveer Singh Ranawat ( HR Manager )**  
**(Authorized Signatory)**

I have received and accepted the offer and will join from.....	
Signature.....	Date.....