

Name :- {Name}

Date :- {LetterDate}

JOINING FORMALITIES

You are requested to bring the following documents/papers along with you on your joining date.

1. Original Education Certificates and Mark Sheets (Xth onwards) along with copies of it (Original will be returned to you after verification).
2. Latest Curriculum Vitae.
3. 3 month salary slip
4. Last 3 month bank statement
5. Last company appointment letter & resign letter
6. Proof of Birth of self.
7. Two Copies of ID Proof
8. Two Passport size photographs.
9. Copy of appointment letter duly signed by you as acceptance of terms and conditions of appointment.