

F2, Lakshmi Apartments, No.95, Periyarpathai, Choolaimedu (West), Chennai - 600 094.
Tel. : +91 44 23611595 / 596, E-mail : contact@besten.in, website : www.besten.in

To,
Mr.Muttiboyina Chandrasekhar
No.4-6 Gondipalli,Jakkalacheruvu,
Anantapur,Andhra Pradesh-515401.

Ref No : BEC/MC/250-133/OL/H/19/868
Date : 14th October 2019

Sub: **Offer of Employment**

Dear **Mr.Muttiboyina Chandrasekhar**

Further to your application & subsequent interview dated 28th August 2019, to the position of Technical Trainee, we take great pleasure in offering you to join the family of **BESTEN Engineers & Consultants India Pvt. Ltd.** as per the following details.

Your designation will be **Technical Trainee**

Your annual CTC shall be as discussed, agreed up on and already signed by both parties during your final interview.

Breakup of the CTC as agreed and signed off in the final meeting shall be provided in your appointment letter.

Kindly send us your acceptance of this offer within 7 days of the release of this offer letter.

The following documents are required to be submitted by you along with your offer acceptance letter.

- Copy of XII Std certificate / Birth certificate
- 3 passport size photographs.
- Copies of combination of any two photo ID proof (Passport/Ration Card/Voter ID/Driving License)
- Copies of combination of any two address proof (Passport/Ration Card/Voter ID/Driving License)
- Copy of Degree / Diploma/ Highest qualification certificate.

You need to submit the following documents at the time of joining

- Relieving letter from the previous organization or accepted resignation letter
- Experience certificate.
- Form 16 (Income Tax) from previous employer (if applicable)
- Certificate of medical fitness.

Please note that this offer is subject to the satisfactory compliance of company requirements like medical assessment, hiring risk management & background verification checks etc.

Please note that this offer letter is valid for 7 days from the date of the release of this letter and shall stand cancelled after the date without further notice in case we do not receive your written confirmation of acceptance of the offer.

Richard S. S. S.
10/10/19





In case you need any further clarification, please contact the undersigned.

We look forward to welcoming you on board **BESTEN** *Engineers & Consultants India Pvt Ltd.*

With Regards,

For BESTEN *Engineers & Consultant India Pvt Ltd*

(Authorized Signatory)