

Date: 27th December, 2021

To,
Mr. P K Idrish,
No: 36 Annai Velankani Street,
Madhavaram, Chennai – 600060.

Dear Idrish,

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as **Engineer (Logistics)** with effect from 21st February, 2022 on the following terms and conditions:

- You will be based in our office located at PCA Automobiles India Pvt. Ltd., Tiruvallur Plant, Chennai.
- You will be paid gross emoluments as detailed in Annexure – A.
- Your total compensation package (CTC) shall be in Indian Rupees. This includes Basic Salary, Flexible salary, Statutory contributions, and other benefits as governed by company policies.
- Income Tax will be as applicable.
- A detailed appointment letter, outlining the break-up of your salary and terms and conditions shall be issued when you join the organization.
- Your employment with us will be governed by the Terms & Conditions of your Letter of appointment.
- Please sign and return duplicate copy of this letter in token of your acceptance.
- You are requested to join our organization on or before 21st February, 2022 failing which this offer stands withdrawn.
- You are requested to submit the following documents at the time of joining:
 1. Educational certificates from Graduation and for all professional programs and trainings
 2. Copy of PAN Card
 3. Copy of Aadhar card
 4. Experience certificate of last 3 companies

We congratulate you on your appointment and wish you a long and successful career with us.

Yours truly,
For **PCA Automobiles India Pvt. Ltd.**



(Augustine P. Justin)
Senior Director - HR

Offer Accepted

27/12/2021