



## Letter of intent "Chemist Trainee – Q.C./Q.A."

2 messages

SURAJ JAIN <surajjainhr@gmail.com>

To: gouravsharma059505@gmail.com

Cc: pckarkhanis@montageind.com, KHALID@montageind.com, pawan kumar <pawan@montageind.com>

Thu, Feb 2, 2023 at 5:02 PM

2<sup>nd</sup> Feb 2023

Mr. Gaurav Sharma,  
Village – Kasmada,  
Morena, M.P. 476111

### LETTER OF INTENT

Dear Mr. Sharma,

This has reference to your application and subsequent interview you had with us at our office. We are pleased to offer you a position of **Chemist Trainee – Q.C./Q.A.** in our organization on the terms and conditions as discussed and mutually agreed at the time of interview.

This offer is subject to satisfactory reference, background checks and verification of the information provided by you in your CV, employment form and our various discussions.

The letter of appointment with detailed terms and conditions will be served to you on your joining and completing the joining formalities.

You are advised to join us on or before **8<sup>th</sup> Feb 2023** at our office situated at **Montage Enterprises Pvt. Ltd., L-1, Ghirongi Industrial Area, Malanpur, Dist: Bhind, Madhya Pradesh-477117.**

You are further requested to bring the following documents at the time of joining:

1. Relieving / Experience Certificate from last Employer
2. Salary Certificate / Salary Proof
3. Form 16 & ITR for last financial year
4. Medical fitness Certificate with Blood group
5. Photocopies of Education Certificate from 10<sup>th</sup> onwards
6. Six passport size photographs
7. PAN Card copy, if applicable.
8. Residence Proof
9. Adhar Card Copy
10. Bank Passbook Copy

Thanking you,

Thanking you,

For **Montage Enterprises Pvt Ltd.**  
**Thanks & Regards,**  
**Suraj Jain**  
**Mob. 8871587330**