

Subject: Letter Of Intent

Suraj Kumar
Mob No 7008188532
Suraj22newat@gmail.com

Dear **Suraj** ,

Congratulations! We are pleased to confirm that you have been selected to work for **JET AIRWAYS**. as a **Aeronautical Engineer**. We are delight to make you the following job offer:-

The position we are offering is that of **(GROUND STAFF)** at a salary of Rs 35,000/- per Month (4.2Lac per annum). This position reports to **(MR. SAMAR SRIVASTAVA)**. Your working hours will be from 8 Hours and 5 Days Working. This is a Permanent position.

Benefits Information if relevant to the position:-

Vacation :- 60 Days per annum

Employee Benefits Include : - MSP

- Health Care	= 2 L
- Dental care	= 1 L
- Accommodation	= According salary
- Allowance	= According salary
- Food	= Company side
- Group Insurance	= none

We would like you to start work in **BANGALORE** on 10th October 2017. Please report to **MR. SAMAR SRIVASTAVA** for documentation and orientation.

Please sign the enclosed copy of this Confirmation letter and return it to me by **27th SEPTEMBER 2017** to indicate your acceptance of this offer.

With reference to your candidature and subsequent interview you had with us, we are pleased to offer your appointment in the services of the company as:-

(AERONAUTICAL ENGINEER). Your face to face interview round is on **8th OCTOBER 2017**.

Effective from **26th SEPTEMBER 2017** on mutually agreed terms and conditions.

Your place of posting will be at **BANGALORE**. You will be reporting to **HR.SAMAR SRIVASTAVA, JET AIRWAYS.'s HR . .**

Detailed appointment letter shall be issued to you on your joining.

Please submit following documents at the time of joining.

- Photocopy of all education certificates along with original certificates.
- 2 references letter from persons of repute on non judicial stamp of Rs.10/-as. per format attached
- Relieving letter & Experience certificates from your present employer, if applicable.
- Authorization letter & undertaking, personal data form as per format attached.
- Nomination form under Employees Provident Fund & pension scheme, Gratuity & Group Medical Insurance format attached.
- Non Disclosure Agreement on a stamp paper of Rs. 50/- format attached.
- 3 passport size photographs.
- Photo id proof: Copy of Voter Identity Card, passport, PAN card, Aadhar Card, Driving license, etc.
- Address Proof: Copy of Voter Identity Card, passport, Driving license, Aadhar Card etc.

CANDIDATE SHOULD HAVE CURRENT ACCOUNT & PASSPORT

Thanks & Regards,
MR.SAMAR SRIVASTAVA