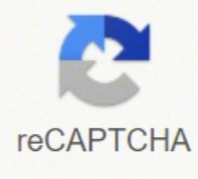
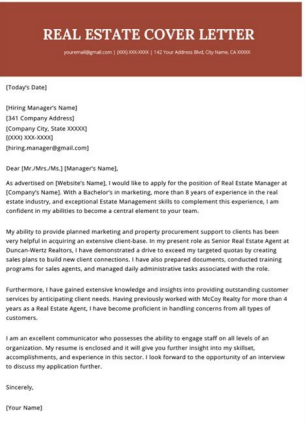




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**CA RAVINDER SINGH AND ASSOCIATES**

255 Hyatt Arcade  
Pusa Road  
NEW DELHI-110005  
011-47044XXX, 987XXXXXX



**M/s Madhu Singh**

Flat No 20, Block B-15,  
Pocket-8 Sector 22-B  
Paharganj, New Delhi 110077

December 26, 2017

Dear Madam

With reference to your interview dated 21 Dec 2017, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 26 Dec 2017 as per the following terms and conditions

- You are entitled to a CTC of 25550 per month payable as per Annexure A
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of mark sheet ,Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you

For Ravinder Singh & Associates

CA Ravinder Singh  
Proprietor



**DARQ SIDE PRODUCTIONS CO.**

Dear Ms. Augustin,

A letterhead refers to the heading at the top of a sheet of letter paper. It usually consists of a name and an address, or a logo. This often appears in letters created by companies and individuals for communicating messages, whether it's within the team, business partners, or with clients.

Letterheads are important branding tools as well, as they are sent out to a wide audience. They can set the tone for messages while showcasing your company's expertise and professionalism. This makes it important for you to create a letterhead that captures your brand's identity while presenting important details. It helps to create a template that you can use for different occasions, from inter-office memos to customer correspondences.

Kind regards,

**MS. JOHNSON**  
HR HEAD



