

To

18-Mar-25

Mr. Ajay Kumar SinghRaipur, Chhattisgarh - 492099,
Chhattisgarh -**Dear Mr. Ajay Kumar,**

With reference to your Curriculum Vitae, offering your candidature for suitable position in our organization and subsequent interview you had with us, we are pleased to offer you the position of **G.E.T – Business Excellence** in the **Corporate Division Steel (Raigarh)** (Grade of **GET**) at our **Raigarh Works** in the state of **Chhattisgarh**.

Your salary will be as discussed during the time of interview.

You are required to report duty on or before **01-Jul-25**. If you fail to join on the said date of this offer, the same will be automatically cancelled and deemed to have been withdrawn unless extended by us in writing.

You are requested to submit the following testimonials on the date of joining, failing which the offer of employment stands cancelled.

1. Passport Size Photograph - 1 & stamp size photographs – 2
2. Qualification certificate – Photocopy + Original (for verification)
3. Age proof certificate – Photocopy + Original (for verification)
4. Relieving Letter / Accepted resignation letter / Experience certificate – Photocopy + Original (for verification)
5. Last drawn salary Certificate from last employer.
6. Photocopy of Aadhaar and Pan Card.
7. Your joining is subjected to you to be found medically fit as per the norms imposed by respective State Government.
8. Covid vaccination certificate

Rest of the terms and conditions shall be given to you through your appointment letter on your joining.

Yours truly,

For **MSP Steel & Power Ltd.****George Thomas****Chief Human Resource Officer**

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and a copy of your resignation within 72 hours on receipt of this offer, failing which this offer stands cancelled.

Date:

Signature of the appointee