



Malla Reddy Institute of Management

MALIK CARS PVT. LTD.,

Passenger Car Dealer

TATA MOTORS

To
Ms. Tadval.Indu Reddy
D/o. Raghotham Reddy
Kukatpally, Hyderabad.500072
Mobile# 7331108848

Date: 27th April 2018

Sub:- Letter of Offer. Reg:-

Dear Ms.Indu,

Referring to the discussions that we had, we are pleased to extend our offer for recruiting you in our Company in the position of **Customer Advisor** in Sales Department and you are supposed to be report at our branch office, near Check post, Medchal Road Bowenpally, Secunderabad.500011.T.S.

We have offered an amount of **Rs.15,000/-as CTC, Gross: Rs.13,199/- and take home of Rs.11,891/-** has been worked out based on our discussions, which we hope, you will find quite attractive. Kindly confirm your acceptance of this offer. If not accepted within 03-days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. We also request you to confirm on the probable date of your joining our Organization. In any case, we look forward to having you on board our organization at the earliest, but not later than **25.06.2018**.

After you accept this offer, you may receive a detailed Letter of Appointment at the time of your joining after completing the joining formalities as per company policy.

You are also requested to provide the following documents at the time of joining:

1. 4 Passport Size latest colour photos.
2. Xerox copies of your Educational Qualifications.
3. Copies of the recent pay slips, Relieving/Experience Letter from your current employer.
4. Copies of Individual and Family Aadhar & Pan card only individual.
5. Bank Accounts Details.

While extending you a Hearty Welcome to you to our Malik Group, we wish you an exciting and challenging career growth with us.

Thanks & regards,
N.V.R. Kumar
N.V.R.KUMAR
Sr.Manager-HR



CIN. U34103TG2009PTC066464

Corporate Office & Himayatnagar Showroom : 3-6-422 & 422/A, Street No. 3, Main Road, Himayat Nagar, Hyderabad - 500 029.
Ph : 040-27632222 / 27645555, 27655555, 27656666, Fax : 040-27670000, Email : malikcars_hn@malikcars.com, www.malikcars.com

BANJARA HILLS SHOWROOM :
Opp. Taj Banjara, Indralok Complex,
Road No. 1, Banjara Hills, Hyderabad-34.
Ph : 040-23303752, 23303753, 23303754,
23379897, 23374666, Fax: 040-23379867
Email : malikcars_bh@malikcars.com

MALAKPET SHOWROOM :
16-2-704, Malakpet, Hyderabad. 500 036
Ph : 040- 2455 5678, 2455 4488, 2455 7888,
2455 9000, Fax : 040-2455 5500,
Email : malikcars_mp@malikcars.com

BODUPPAL SHOWROOM :
12-10, Plot No 10,
Medipally Village,
Uppal R R District Pin 500 039
Ph: 98662 33440
Email : malikcars_bu@malikcars.com

Bowenpally Showroom :
Survey No. 33 Part, N.H.Road 7,
Near Check Post, Bowenpally,
Secunderabad -500 011.
Ph : 040-27957788, 27957878
E-mail : malikcars_bp@malikcars.com

WORKSHOP
8-1-328/1, Shaikpet Nala, Opp. Laxminagar,
Tolichowki Road, Hyderabad - 500 008.
Ph : 040-23562038, 23568900, Fax : 040-23567345
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