

## LETTER OF INTENT

Dear Mr. ~~Pramanik~~,

This is with reference to your application and subsequent interviews with us. We are pleased to offer you the position of **Guest Service Associate - Front Office** on probation for One Year from the date of joining

Your initial place of posting will be Fortune Park ~~Sishmo~~, (A unit of ~~Ashoka~~ Industries Ltd), Bhubaneswar.

2. Your date of joining at Fortune Park ~~Sishmo~~ ( A unit of ~~Ashoka~~ Industries Ltd) on or before 12th December 2022, by 9.30 A.M.

3. Your employment with the company is subject to transfer on any assignment in any other establishment in India under the company.

This offer is subject to your undergoing a successful medical examination by a doctor approved by us and confirmation of the information as provided by you in the application form.

A detailed letter of appointment with terms and conditions will be issued to you in due course post joining by the company.

This letter of offer is not construed as a Letter of Appointment.

You are also requested to submit copies of the following documents at the earliest, for our records:

1. Copy of your Previous Co's Appointment letter along with the last drawn Pay Slip
2. Copy of your clearance / service certificate from the previous company.
3. Copy of your graduation degree (Attested by Gazette Officer).
4. Copies of any other qualifications / certificates / diplomas attained by you (Attested by Gazette Officer).
5. Copy of your passport as proof of address and date of birth.
6. Copy of your birth certificate or 10<sup>th</sup> or 12<sup>th</sup> class certificates.
7. 5 passport size photographs of self and 2 passport size photos of your spouse and children. Please mention your name and date of birth at the back of the photograph. Please sing across the face of one of your photograph.
8. Saving Bank Account Number
9. RTPCR reports (Covid Certificate)
10. Vaccinations Certificate (Final)
11. Police Verifications form SP Office Bhubaneswar / Local Police Stations
12. Pan card copy

Please sign on the duplicate of this letter as acknowledgement thereof.

Thanks & Regards,  
Surya ~~Kanta~~ Nanda  
Human Resources Manager  
86 /A-1, ~~Gautam~~ Nagar  
Bhubaneswar, Odisha-751014, India  
Phone +91-674-6688444  
92311 101 7850042007 7850000012