



# Nilkamal Limited



Head Office : Nilkamal House, 77/78, Road No. 13/14, M.I.D.C., Andheri (East), Mumbai - 400 093, INDIA. Tel. : (91-22) 2681 8888 / 2836 1366

Material Handling Division : Fax : (91-22) 2836 1923 / 2836 7891 ● E-mail : info@nilkamal.com

Furniture Division : Fax : (91-22) 2835 3556 ● E-mail : furniture@nilkamal.com ● Visit us at : www.nilkamal.com

@home Division : Fax : (91-22) 2837 2787 ● E-mail : connect@at-home.co.in ● Visit us at : www.at-home.co.in

19<sup>th</sup> June 2020

Mr. Raghul Sakthi M.  
14, Lakshmi Narayana Nagar,  
Hosur, Krishnagiri,  
Tamil Nadu-635109

**SUB: OFFER LETTER**

Dear Mr. Raghul,

Further to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Photographer** based at **Hosur MDF Plant**.

An appointment letter giving all the details will be issued to you as soon as you join us. You should join us on or before **1<sup>st</sup> July 2020**.

You are required to submit an acknowledged copy of your resignation letter within seven days of receipt of this letter for further processing and issuance of your Appointment Letter.

We Request you to submit copies of the following:

1. Educational Certificates (HSC, SSC, Graduation, Others if any)
2. Age Proof
3. Residential Proof
4. Salary statement of previous employer
5. Relieving Letter from your current company
6. 4 photos
7. Photocopy of Pan Card & Aadhar Card
8. Bank account details for salary/re-imbusement – cancelled cheque of **SBI/IDBI** only

Please sign the duplicate copy of this letter as token of your acceptance and return to us.

**Wish you all the best!!**

**For Nilkamal Limited**

**A. K. Tyagi**  
Dy. General Manager - Human Resources

\_\_\_\_\_  
**Received & Accepted**  
**(Raghul Sakthi M)**



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|                       |                         |
|-----------------------|-------------------------|
| <b>Candidate Name</b> | <b>Raghul Sakthi M.</b> |
| <b>Designation</b>    | <b>Photographer</b>     |
| <b>Department</b>     | <b>Administration</b>   |
| <b>Division</b>       | <b>Operations</b>       |
| <b>Grade</b>          | <b>A4</b>               |
| <b>Location</b>       | <b>Hosur MDF Plant</b>  |

| <b>Salary Component</b> | <b>Rs. Per Annum</b> | <b>Rs. Per Month</b> |
|-------------------------|----------------------|----------------------|
| Basic                   | 112704               | 9392                 |
| HRA                     | 45084                | 3757                 |
| Supplementary Allowance | 67308                | 5609                 |
| Other Allowance         | 39018                | 3252                 |
| <b>Total Gross</b>      | <b>264120</b>        | <b>22010</b>         |
| PF                      | 21600                | 1800                 |
| Gratuity                | 5424                 | 452                  |
| Bonus                   | 30862                | 2572                 |
| <b>Total CTC</b>        | <b>322000</b>        | <b>26833</b>         |