



Venkata Narayana Active Ingredients Private Limited

September 06th, 2023

Mr. P Jagadeesh,
Gandipalem B C Colony,
Gandipalem,
Nellore (dt) – Andhra Pradesh – 524 235
Email id : jagadeeshpamula55@gmail.com
Mob. No - 9390363957

Dear Mr. P Jagadeesh,

Offer Letter

Hearty Congratulations!

With reference to the personal discussion and interview you had with us we are pleased to offer you the position of “ **Apprentice – Production** ” at Venkata Narayana Active Ingredients Pvt. Ltd at Sy.No. 69, Chandrapadiya Village, Vinjamur Mandal, Nellore Dt. 524 228.

The duration of the apprenticeship will be one year and during this training period, you will be expected to fulfil all the duties and responsibilities.

You will be entitled to a starting salary of **Rs 16,000/- Per Month** (Rupees Sixteen thousand only per Month). Once you have completed this training, this amount is subjected to be reviewed. We would also like to inform you that during this period, you will not be entitled to any other kind of monetary benefits.

On your date of joining, you are required to submit the photocopies of the following documents along with the originals for verification and records.

1. Attested copy of testimonials (age proof, Educational certificates).
2. ID Proof (copy of passport or Voter ID card and Aadhar Card to be submitted)
3. Fitness Certificate indicating your blood group, X-ray etc. from a registered medical practitioner.
4. 4 passport size photographs & Aadhar Certificate.

Please confirm your acceptance of our offer and also the date of joining by either returning the duplicate copy of this letter duly signed or through email. This offer stands valid upto 09th September' 2023. If we do not join on or before 09th September 2023, this offer stands cancelled.

Yours truly,

For Venkata Narayana Active Ingredients Pvt. Ltd.

Syed. Habeeb

Dy. Manager – HR & Admin

Regd. Office : Venkata Narayana Towers, 3rd Floor, New No.60, Old No.35, Venkatanarayana Road, T.Nagar, Chennai - 600017. Tamil Nadu. Phone : +91-44-42984141.

Factory : Sy. No.69, Chandrapadiya Village, Vinjamur Mandal, S.P.S.R. Nellore District - 524 228. Andhra Pradesh.
Phone : +91-93840 98801 / 02 / 03 / 04

Web: www.vnai.in / CIN: U24231TN2005PTC057504