



To

Dear Mr. / Ms.

SAKA SRILAKSHMI

Sub: Offer of Traineeship

We pleased to inform you that you are selected as **Production Trainee**, based at our factory in Sriperumbudur, Kancheepuram District. A detailed letter of trainee order will be issued to you at the time of joining on the month of August-2020. Your salary will be **Rs. 12000/- CTC** per month.

Please bring the copies & document required at the time of joining:

1. Passport size photos.
2. All educational documents from X Std to Diploma/ UG provisional certificate.
3. Proof of personal identification & residential identification.

Wish you a best of luck.

For JKM AUTOMOTIVE,

Authorized Signatory.



PRINCIPAL
ADITYA ENGINEERING COLLEGE
SURAMPALEM - 533 437