

5.2.1 Supporting documents

KK MOTORS
ROYAL ENFIELD
North Hill Arcade High School Junction
New Secretariat Road Kohima Nagaland-797001

GSTIN - 13AATFK7249J1Z5

ROYAL ENFIELD

Ref. No. Date

LETTER OF APPOINTMENT

To,
Mr. SAPULU KROCHA
Upper Agri Colony
Kohima : Nagaland.

Sub: Appointment letter for the position of General Manager.

Dear SAPULU KROCHA,

We are pleased to inform you that you have been appointed for the post of **General Manager at KK Motors Royal Enfield Kohima Nagaland**. The terms of employment have been attached with this letter. It would be required for you to join us by 1st August 2018.

As a token of acceptance of your appointment kindly enclosed here with:

1. Identification Card (Pan/Aadhaar Card).
2. Education Qualification.
3. Appointment letter.

We look forward to have a mutual rewarding professional relationship with you.

Yours Faithfully,


Royal Enfield (A Unit of Eicher Motors Ltd.)
Guwahati - 781007 | Assam | India

(KEKHEJLETUO KELIO)
Proprietor
KK MOTOR
Authorized Dealer

Date.....
Place.....



 North Hill Arcade High School Junction
New Secretariat Road Kohima Nagaland-797001

Showroom : +91 9612258500
Service : +91 6909145859

K. Sai
07/03/2022
Principal
Model Christian College
Kohima : Nagaland.



Pinnacle Skills
Society for Education, Empowerment & Development
Head Office: Near Tata Parking, Khermahal, Dimapur - 797112, Nagaland

LETTER OF OFFER

Date: 3rd Feb 2021

Dear Mr. Yaoreiso

Congratulations!!

We are pleased to offer you an Employment with **Pinnacle Skills** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Trainer - IT** and will be based at Pinnacle Skills Training Centre, 7th Mile, Dimapur.
2. Your date of commencement of Employment will be **4th Feb 2021**.
3. You will not be entitled to receive compensation and benefits when on probation (Fixed Pay of **Rs. 13000 PM**).
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your appointment letter will carry all information relating to your employment with us.
6. You will be on probation for a period of Six months from the date of joining.
7. Please bring along the below listed documents / details on your day of joining.
 - a) Date of Birth proof certificate (Copy of passport / birth certificate)
 - b) Original Academic Certificates (all from 10th to Highest)
 - c) Original Resignation Letter with acknowledgement
 - d) Relieving letter from previous employer (Original)
 - e) Proof of compensation last drawn (3 Months - Original)
 - f) Three passport size photographs (Recent)
 - g) Medical fitness certificates
 - h) Work experience certificate (Original)
 - i) Reference from previous employer (Name & Contact number)
8. Kindly sign a copy of this letter as a token of your acceptance of this offer.
9. All the above mention documents photocopy has to be submitted with self attestation.

Your employment with us is subjected to fulfilling all the above documents.
Looking forward to a long and mutually beneficial career with us.

Yours truly,
For Pinnacle Skills,

JENNY HAINING MURRY
MANAGER – HUMAN RESOURCES

07/03/2022
Principal
Model Christian College
Kohima : Nagaland.