



Wood India Engineering & Projects Private Limited
(formerly known as "Amec Foster Wheeler India Private Limited")

6th Floor, Zenith Building
Ascendas IT Park
CSIR Road, Taramani
Chennai - 600 113, India
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www.woodplc.com

WIEPPL:MD:GET:SS
Dated: 23 February 2021

Ms. Sreenidhi S
Roll # **2016303548**
Chemical Engineering
Alagappa College of Technology
Chennai - 600025

Dear Sreenidhi,

This has reference to our offer letter **MD:GET:SS** dated **11 March 2020**, for the position of '**Graduate Engineer Trainee - Process**' in Wood India Engineering & Projects Private Limited, located at **Chennai**.

We are pleased to inform you that the joining date for our Graduate Engineer Trainees is **3 March 2021**.

Your joining will be carried out remotely and hence you are requested to make yourself available online by 8.45 AM. Our HR representative will connect with you virtually to complete your joining formalities. The list of documents required on the date of joining is attached. If you require any clarifications, please write to us at s.ramachandran@woodplc.com

On behalf of Wood India Engineering & Projects Private Limited, I would like to welcome you and look forward to your joining our organization.

Best Wishes,

(for)
BHASKAR RAO, V N
MANAGING DIRECTOR

In continuance to my acceptance of your offer letter dated 11 March 2020 I hereby confirm to join on **3 March 2021**.

(Sreenidhi S)

Documents required to be submitted to HR on the date of joining

S.No	List of Credentials
1	Offer letter issued by the Company
2	All educational qualifications starting from SSLC / Class X
3	Medical Fitness Certificate from any registered medical practitioner - General Health (Certificate not to be older than 60 days prior to the date of joining)
4	Passport
5	PAN card
6	Three passport size and two stamp size photographs

Important Note:

1. All the above documents are to be produced compulsorily on the date of joining.

2. Originals and photocopies (copies only in A4 sizes) of all the above documents should be brought on the date of joining. Originals will be returned back immediately after verification by HR.

3. Login Time - 8.45 AM