

PRISM/HR/2018/537

August 27, 2018

**Mr. Kavindra Singh**  
S/o. Shri.Arvind Kumar Singh  
Vill.&PO-Rehi,Janeh,  
Tehsil:Teonthar  
**Distt: Rewa (MP) 486220**

Dear Mr. Singh,

**Sub: Letter of Intent**

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as **Diploma Engineer Trainee – Marketing Technical Services** at our cement division on mutually agreed terms and conditions. You will be posted at **Katni (MP)** and report to Branch Technical Manager.


Please note that your employment is subject to your being medically fit and you would be required to undergo a medical check up arranged by Company. This letter of intent would be treated as withdrawn / cancelled, if you are not found medically fit for employment.

You are requested to join on or before **Monday, 3<sup>rd</sup> September 2018.**

This offer is valid for seven days from the date of issue. Please confirm your acceptance by signing and returning to us a copy of this letter. You shall be issued a detailed appointment letter upon your joining and producing all documents as mentioned in the enclosure.

Thanking you,

Yours faithfully,  
For **PRISM JOHNSON LIMITED**

  
**R.C. YADAV**  
Asst. Vice President – HR Serv. & Talent Acq.

- \* Bachelor shifting expenses will be given as per norms.
- \* No Claim for Notice pay reimbursement shall be entertained.

**Encl:** List of document required for joining.

**PRISM JOHNSON LIMITED**  
(FORMERLY PRISM CEMENT LIMITED)  
(Cement Division)

Works: Village Mankahari, P.O.-Bathia, Dist. Satna - 485 111 (M.P.) India T: +91-07672-275301 / 302600  
Corres. Add.: 'Rajdeep', Rewa Road, Satna - 485 001 (M.P.) India. T: +91-07672-402726  
Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.  
w: www.prismjohnson.in, www.cement.prismjohnson.in, E: info@prismjohnson.in



Kavindra Singh &lt;singh9161kavindra@gmail.com&gt;

**Offer Letter- Mr. Kavindra Singh**

13 messages

**Rajneesh Sharma** <Rajneesh.Sharma@shreecement.com>

Wed, May 29, 2024 at 2:17 PM

To: Kavindra Singh &lt;singh9161kavindra@gmail.com&gt;

Cc: Gautam Chatterjee &lt;Gautam.Chatterjee@shreecement.com&gt;, Vijay Kumar 7 &lt;Vijay.kumar7@shreecement.com&gt;, Abhishek Kalra &lt;abhishek.kalra@shreecement.com&gt;, Dharmendra Garg &lt;Dharmendra.Garg@shreecement.com&gt;

**Dear Mr. Kavindra Singh**Congratulations and **Welcome to Shree Family.**Further to our discussion, we are delighted to offer you the employment in our organization as **Assistant Manager (TSO- Dehradun, UK)** on mutually agreed terms and conditions.

It is expected that this Offer Letter has been accepted by you with a specific understanding that you are committed to joining our organization positively, as we both i.e. You and the company have spent considerable time, resources, and efforts to reach a mutual understanding to fill the present vacancy.

The list of documents which you are requested to bring along for completing your joining process is enclosed as Annex A.

A formal appointment letter will be issued to you on joining. For the joining location and further On-boarding process, you may contact **Mr. Rajneesh Sharma (Mobile No: 9999298654)** who will facilitate your joining in SCL. Kindly share your expected date of joining.You must undergo a medical examination and submit the reports and **Medical Annex** (encl. within) before submitting resignation in the current organization. You can connect with **Mr. Rajneesh Sharma for any Medical related query and support** and then share your Medical documents within 3 days after issuance of LOI to Mr. Rajneesh Sharma.

Your personal and professional credentials verification will/ can be conducted pre/ post-employment or any stage of employment. Also, your decision about your appointment will be based on the feedback received.

We wish you a happy, trustworthy, and rewarding career and looking forward to your joining **Shree Family.**

Thanking you,

Yours faithfully,

**FOR SHREE CEMENT LTD.****ANKUR SINGH**

E-Mail Disclaimer:

This e-mail, including attachments, is for the sole use of the individual(s) to whom it is addressed, and may contain confidential and privileged information. Any unauthorized review, use, disclosure and/or distribution is prohibited. If you have received this email in error, please notify the sender by replying in this email and destroy/delete this message and its attachments. Please ensure that you use a secured network and/or system/ e-mail in sending your personal information. Shree Cement Ltd shall not be liable for any unauthorized use or disclosure of your personal information.

**7 attachments** **CTC- Mr. Kavindra Singh.pdf**  
441K **Data Form.pdf**  
259K