



# A.D.M College For Women

(Autonomous)

Nationally Accredited with 'A' Grade by NAAC (Cycle- III)


Nagapattinam - 611 001

Tamil Nadu.



## SAMPLE APPOINTMENT LETTERS

2021-2022

**Simho HR Services Private Limited** 

To **S. KEERTHANA,** Date: 27-01-2022  
**History Department**

Dear,

**Sub : Offer Letter**

With reference to your application dated, further discussion and Interview had with you for the position of ~~Operator~~.....with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.


Kindly submit the following Xerox documents for verification and record :

a) SSC mark sheet	b) Aadhar card	c) Voter ID card/ Ration card
d) Bank Account	e) Five passport size photos	
f) One family photo	g) Hostel form	

If any of the above documents submitted by you, are found false in the future date, your appointment would be null and void.

We look forward to you joining the Organization.

For **Simho HR Services Private Limited**

Authorized signatory 

I accept and would join on \_\_\_\_\_

Name : \_\_\_\_\_ Signature : **DEVIKA.**

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 / 9384464323.  
97905 44961 / 91006 62221

**ADMN. OFFICE :** No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
**REGD. OFFICE :** CHITRA AVENUE 'ANAND BLOCK' #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING

Simho HR Services Private Limited



To

Date : 27-01-2022

J. AKILA.  
PHYSICS DEPARTMENT.

Dear,

Sub : Offer Letter

With reference to your application dated, further discussion and Interview had with you for the position of ... ~~Operator~~ ... with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.

Kindly submit the following Xerox documents for verification and record :

- a) SSC mark sheet
- b) Aadhar card
- c) Voter ID card/ Ration card
- d) Bank Account
- e) Five passport size photos
- f) One family photo
- g) Hostel form

If any of the above documents submitted by you, are found false in the future date, your appointment would be null and void.

We look forward to you joining the Organization.

For Simho HR Services Private Limited

  
Authorized signature

I accept and would join on

Name :

Signature :

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 | DEVIKA | 9384464329  
97905 44961 / 91006 62221

ADMN. OFFICE : No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
REGD. OFFICE : CHITRA AVENUE ANAND BLOCK #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING

Simho HR Services Private Limited



To

Date: 27-01-2022

S. DHARANI  
CHEMISTRY DEPARTMENT

Dear,

Sub : Offer Letter

With reference to your application dated, further discussion and Interview had with you for the position of  
.....Operator.....with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of  
interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.

Kindly submit the following Xerox documents for verification and record :

- |                     |                              |                               |
|---------------------|------------------------------|-------------------------------|
| a) SSC mark sheet   | b) Aadhar card               | c) Voter ID card/ Ration card |
| d) Bank Account     | e) Five passport size photos |                               |
| f) One family photo | g) Hostel form               |                               |

If any of the above documents submitted by you, are found false in the future date, your appointment  
would be null and void.

We look forward to you joining the Organization.

For Simho HR Services Private Limited

Authorized signature

I accept and would join on

Name :

Signature :

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 / 9384464323.  
97905 44961 / 91006 62221

ADMN. OFFICE : No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
REGD. OFFICE : CHITRA AVENUE 'ANAND BLOCK' #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING

**Simho HR Services Private Limited**



To

Date : 27-01-2022

S. BANUMATHI  
PHYSICS DEPARTMENT.

Dear,

Sub : Offer Letter

With reference to your application dated, further discussion and Interview had with you for the position of ~~.....~~ with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.

Kindly submit the following Xerox documents for verification and record :

- a) SSC mark sheet
- b) Aadhar card
- c) Voter ID card/ Ration card
- d) Bank Account
- e) Five passport size photos
- f) One family photo
- g) Hostel form

If any of the above documents submitted by you, are found false in the future date, your appointment would be null and void.

We look forward to you joining the Organization.

For Simho HR Services Private Limited

Authorized signature



I accept and would join on

Name :

Signature :

DEVIKA.

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 / 9384464323.  
97905 44961 / 91006 62221

**ADMN. OFFICE** : No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
**REGD. OFFICE** : CHITRA AVENUE 'ANAND BLOCK' #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING

Simho HR Services Private Limited



To

Date : 27-01-2022

S. SANDHIYA.  
History Department.

Dear,

Sub : Offer Letter

With reference to your application dated, further discussion and Interview had with you for the position of ... ~~Operator~~ ... with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.

Kindly submit the following Xerox documents for verification and record :

- a) SSC mark sheet
- b) Aadhar card
- c) Voter ID card/ Ration card
- d) Bank Account
- e) Five passport size photos
- f) One family photo
- g) Hostel form

If any of the above documents submitted by you, are found false in the future date, your appointment would be null and void.

We look forward to you joining the Organization.

For Simho HR Services Private Limited



Authorized signature

I accept and would join on

Name :

Signature :

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 / 9384464323.  
97905 44961 / 91006 62221

ADMN. OFFICE : No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
REGD. OFFICE : CHITRA AVENUE 'ANAND BLOCK' #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING

Simho HR Services Private Limited



To

Date: 27-01-2022

P. JATHYAKEERTHIKA  
CHEMISTRY DEPARTMENT.

Dear,

Sub : Offer Letter

With reference to your application dated, further discussion and Interview had with you for the position of ~~.....~~ with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.

Kindly submit the following Xerox documents for verification and record :

- |                     |                              |                               |
|---------------------|------------------------------|-------------------------------|
| a) SSC mark sheet   | b) Aadhar card               | c) Voter ID card/ Ration card |
| d) Bank Account     | e) Five passport size photos |                               |
| f) One family photo | g) Hostel form               |                               |

If any of the above documents submitted by you, are found false in the future date, your appointment would be null and void.

We look forward to you joining the Organization.

For Simho HR Services Private Limited

Authorized signature

I accept and would join on

Name :

Signature :

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 / 9384464323.  
97905 44961 / 91006 62221

ADMN. OFFICE : No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
REGD. OFFICE : CHITRA AVENUE 'ANAND BLOCK' #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING



To

Date: 27-01-2022.

V. ARULSATHYA.  
Mathematics Department.

Dear,

Sub : Offer Letter

With reference to your application dated, further discussion and Interview had with you for the position of ~~Operator~~ with our client at Sunguvarchatram, Chennai, Tamilnadu.

You have been provisionally short listed for the above position and you would be called for final round of interview at a convenient date and time with our client at Sunguvarchatram, Chennai, Tamilnadu.

Kindly submit the following Xerox documents for verification and record :

- |                     |                              |                               |
|---------------------|------------------------------|-------------------------------|
| a) SSC mark sheet   | b) Aadhar card               | c) Voter ID card/ Ration card |
| d) Bank Account     | e) Five passport size photos |                               |
| f) One family photo | g) Hostel form               |                               |

If any of the above documents submitted by you, are found false in the future date, your appointment would be null and void.

We look forward to you joining the Organization.

For Simho HR Services Private Limited

Authorized signature

I accept and would join on

Name :

Signature :

Note : For any clarifications kindly contact : 78248 34250 / 99620 06621 / 73844 64323 .  
97995 44961 / 91006 62221

ADMN. OFFICE : No.8, Gill Nagar 2nd Street, Choolaimedu, Chennai - 600 094.  
REGD. OFFICE : CHITRA AVENUE 'ANAND BLOCK' #207, II Floor, No.9, Choolaimedu High Road,  
Choolaimedu, Chennai - 600 094. Phone : 9600967573 | Mail ID : mail@simho.in  
URL : www.simho.in | CIN : U74910TN2007PTC062442 | GSTIN : 33AAKCS7037E1ZE

RECRUITMENT | TRAINING | CONSULTING | RESEARCH | OUTSOURCING