

AVALON COSMETICS PVT. LTD.

Date: 14th November 2019

Mr. Rajesh.S

1/44 West sreet,
Maruthu Pandiyar Nagar,
Bharathi nagar,
Ramanathapuram.

Mobile No. +91 9789273710

Sub: Letter of Intent – "Management Trainee – Production".

Dear Rajesh.S

With reference to your application for the post of "Management Trainee – Production" and your subsequent interview with us, we are pleased to inform you that you have been selected to the above post. Your appointment will be as per the terms of the appointment letter applicable to you.

In connection with above, we are pleased to confirm the offer as per discussion had with you. Your annual CTC will Rs. 1,67,232/-.

You are required to join your duties on or before 18th November 2019 at our Coimbatore Location, send us true attested copies of the following documents for personnel records


1. Birth Certificate / School Leaving Certificate for proof of age.
2. Certificate in support of Educational Qualification
3. Photo ID and Address Proof.
4. Certificate of Work Experience
5. Document showing last drawn pay
6. Relieving Letter from last Employer.
7. 3 Photographs

This letter does not constitute your appointment and the regular letter of appointment will be issued to you after joining. Your appointment will be effected on your formal acceptance of the terms of appointment offered to you and completion of prescribed formalities.

You are required to sign the duplicate copy of this Letter of Intent and return it to us by way of acknowledgement and acceptance of its terms.

Yours faithfully,

For Avalon Cosmetics Pvt Ltd ,



Muthukumaran P
Factory Manager

Regd. Office :

Office No.3, Level -2, Centrium,
Phoenix Market City, 15 LBS Marg, Kurla - West,
Mumbai - 400070, Tel.: +91-22-61801700
Website : www.thevanitycase.com.

Factory Address :

G.S.No.195/1A&195/1B
Appanaickenpatti Village,
Sulur Taluka, Dist. Coimbatore
Pin - 641 402