



FORCE/HRD/

13th May- 2014

Mr.Allwin Antony
S.B.Patil Institute of Management,
Pune

SUBJECT: APPOINTMENT AS PROJECT TRAINEE

Dear Allwin,

Management is pleased to inform you that, you are selected for Project Training in our organization for period of 2 Months in HR Department with effect from 14th May 2014 at our Works at Akurdi, Pune on the following terms and conditions.

During the period of training you will not be entitled to receive any stipend.

During the period of your training you should not move to any other department unless permitted so by your department head.

The Company does not take any responsibility towards any accident risks, inside and outside the factory premises while you are on duty, in case of any accident or injury during the period of your training you will not be entitled to the benefits available under the workman's compensation Act and ESI Act.

During the training period you will be provide canteen facility free of charge.

You should submit your training report to concerned as well as to the Training Department.

Thanking you,

Yours faithfully,
For **FORCE MOTORS LIMITED,**

SANJAY PANSE
SR.GENERAL MANAGER-HRD

FORCE MOTORS LIMITED

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Director

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