

From,

Name:

Address:

To,

Assistant Personnel Officer (Recruitment)
Heavy Water Plant, Manuguru,
PO: HWP Aswapuram Colony,
Gautami Nagar, Bhadrari Kothagudem,
Telangana-507 116

ACCEPTANCE LETTER

Sir/Madam,

1. I acknowledge receipt of your letter
No. _____ dated _____ and
hereby accept the offer of training commencing from _____ 20__ as
_____ in the Heavy Water Plant
(Manuguru) [CATEGORY-II at HWP(Manuguru)] on the terms and conditions specified
in the offer.

2. I shall present myself in Heavy Water Plant, Manuguru for a Medical Examination
on 20/10/2021 and in case I am found fit, I shall report for Training immediately.

3. When I come for Medical Examination, I shall bring with me original certificates viz.
date of birth, educational qualification and experience and their attested copies, one
passport size photograph and declaration regarding my marital status, as mentioned
in the offer of appointment.

Yours faithfully

Signature

(Name : _____)

Place:

Date :