

OFFER LETTER

Ms. MEGHA M NAIR

MADHURIMA (H)

PERUNNA PO

CHANGANACHERRY

Congratulations! We are pleased to confirm you have been selected to work for LEORA INTERNATIONAL ACADEMY. We are delighted to make you the following job offer.

The position we are offering is that of ACCOUNTING FACULTY at a salary Rs.10000 per month. This position reports to Branch Head. Your working hours will be from 9:30 am-5:30 pm and six working days per week.

Information relevant to the position:

- Leave: One salaried leave per month
- Probation Period: 3 months.
- Appointment: After successful completion of probation period, you will be permanent
- Notice period: Resignation should inform 30 days prior to Branch Head.
- If any violation occurred against the management instructions, strict action will be taken against the employee as per Company policy
- You are strictly restricted to engage with personal calls and activities during office time.

We would like you to start work on 15 /1/2021 . Please report to Branch Head, for documentation and orientation.

As discussed, please bring the following documents on your joining date:

- Passport size Photograph.
- Copy of ID Proof.
- Printout of offer letter e-mail.
- All necessary certificate copies.

Leoraacademychry@gmail.com

Mob: 7558098811, 9048488811

First floor A Bakery's shop

TB road, Changanacherry – 686101

If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our LEORA INTERNATIONAL ACADEMY and look forward to working with you.

Sincerely,

MANAGER

LEORA INTERNATIONAL ACADEMY

I accept the offer as outlined above.

MEGHA M NAIR

Signature

Date

Leoraacademychry@gmail.com

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