

Srishti Builders Private Limited

Letter of Appointment

Date: 01.02.2016

To,
Ravi Kumar Malakar
Shiv Mohalla, Katrasgarh
Dhanbad – 828113,
Jharkhand.

Sub: Letter of Appointment

Dear,

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We are pleased to appoint you in our organization as an Accountant.
You will be paid gross emoluments as detailed in Annexure – A

Yours truly,

Veena Agarwal

Veena Agarwal
Director
Srishti Builders Pvt. Ltd.

Encl.: As above

Annexure – A

Salary structures can be bifurcated as under:

Basic Pay	8500		
Cost of Living Allowance (COLA)	NA		
House Rent Allowances	NA		
Medical Allowances	NA		
Conveyance Allowances	NA		
Performance Incentives	NA		
Other Allowances	NA		
Deductions	P.F. As per Act	Professional Tax As per Act.	TDS As per Act.

Total CTC: 8500 P.M.