



SURAJ DEVELOPERS

APPOINTMENT LETTER

21/11/2021
Gaurav kuamar

Subject: **Appointment for the designated post Supervisor**

Dear Mr. Gaurav kuamar,

As per our conversation (THROUGH Interview/Verbal/Recommended Communication), we are pleased to offer you, the position of **Supervisor** with our organisation **Suraj Devlpers**, We would like to share with you the following terms and conditions of our organisation:

- **Commencement of Employment**

The term of your joining will be effective, as of 21/11/2021

- **JOB TITLE/Designation:**

You are designated for the post of **Supervisor**.

HOURS of Work and Promotion:

You have been assigned to work as Full Time employee and your promotion will be based on the service you have provided, following which the record of the daily tasks done as assigned by the official.

- **Posting/ Site location:**

Your posting will be at Dhanbad, Jharkhanad and it will be later coordinated by the company as per your feasibility.

- **Probationary period and termination:**

The first month will act as your probationary period and in this period the company may terminate you at any time due to unsatisfactory work.



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- **Notice Period:**

In order to resign the notice should be given prior to resignation (prior time duration).

- **Leave Policy:**

You are required to submit your leave application to the authorities at least (Day Duration) prior. And your leave will be granted only on the consent of the (**Supervisor.**) authority.

- **Salary:**

You will receive 12000/ monthly salary as per the conversation.

Gaurav kumar

Gaurav kumar
(Signature)

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