



ORIENTAL BUILDERS & DEVELOPERS

Develop: Flats & Plots

Saryu Apartment, 1st Floor, Surya Vihar, Barland

Letter of Appointment

Date

Dear*VIVEK KUMAR*.....

Appointment as*S.I.E. ENGINEER*.....

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from *15-08-2018* under the following terms and conditions:

1. SALARY

Your salary will be *15000* per month.

2. WORKING HOURS

Your working hours will be as follows: *8:00 Am To 5:00 Pm*
Mon - Fri :
Lunch Break : *1:00 Pm To 2:00 Pm*

3. Yours sincerely

Oriental Builder & Developer

Proprietor

At times, you may be required to work irregular hours, including Saturday and Sunday. Appropriate time off will be considered for work performed outside normal operational hours.