

Date: 20.11.2020

To,
Mohammed Ayz.K
Ayaz Manzil, Santosh Nagar,
Henmadi, Kundapur Taluk,
Udupi District- 576230

Sub: Offer Letter - Accountant

With Reference to your application and to our subsequent discussions, the company is pleased to offer you the position of **Accountant** in our organization.

Your Joining date will be on or before **21.11.2020**.

Your total Annual CTC will be of **Rs.1, 20,000 /-** (One Lakh Twenty Thousand only)

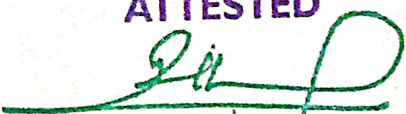
As you will be on **3 months of your probation period**, from the date of joining. The Company may in its sole discretion extend the probation period, whereas the **Employee** shall continue to be on probation till the issue of confirmation letter.

During the period of Probation or the extended period of probation, either party may end services of employee upon **one (1) month of notice**.

Your annual performance review and salary will be done as per the company policy and will be conducted during the next appraisal cycle.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter.

ATTESTED


Principal

Dr. B. B. Hegde First Grade College

Kundpaura - 576201