

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

## Letter of Appointment

Name: - Mrs. Jyoti Pandey

Address: - Vill- Saura, Post- Jalalpur, Distt.- Prayagraj

Dear Mrs Jyoti Pandey Appointed as Lecture at "DDM College of Pharmacy, Bidanpur G.T. Road Kakodha, Kaushambi".

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our institution effective from 01/09/2019 (date) under the following condition .

**Salary: -** The salary offered to the candidate during the interview is **Rs. 15000.00** per month

**Probationary Period: -** The probationary period need to be served by the candidate after the joining the job.

**Working Hours: -** The working hours to be followed by the employee.

**Leave Policy: -** Mention number of leaves granted per year casual Leave, earned leave.

**Notice Period Clause:-** If the employee desire to leave the institution he/she needs to serve the notice period of 30 Days.

I hope that we are together will work very hard to achieve the goals of our School.

JYOTI PANDEY  
(Name of the Employee)

  
(Signature)

Sincerely yours

  
(Manger)

DDM College of Pharmacy  
D.D.M. College of Pharmacy,  
Bidanpur, G.T. Road, Kakodha,  
Kaushambi-212201 (UP)