

**MUNSHI RAMDHANI JAGROOP SINGH MAHAVIDYALAY**  
**(PHARMACY)**

Baishkanti, Kaushambi (U.P.)

REF :- MR JSMP/0222

DATE - 28/12/22

**APPOINTMENT LETTER**

With effect from the date of joining your duties.....RITUNJA SINGH is hereby appointed for the post of.....PRINCIPAL... at Munshi Ramdhani Jagroop Singh Mahavidyalay (Pharmacy) Baishkanti, Kaushambi (U.P.)

Your services may be terminated at any time without assigning any reason by giving one month notice or one month pay in lieu of notice. Further if you wishes to leave the institution you will give one month prior notice or one month pay in lieu of notice for terminating his engagement.

You are directed to join the post within 10 days issue of this letter, failing which the offer will be Withdrawn

Copy Forwarded to, for information and necessary action:

1. The Trustee Chairman

2. You are required to furnish attested copies of the following documents at the time of joining

A) Set of all certificates

Two passport size photographs

3. Accounts Department

4. General office for individual file 6. Office Guard File

  
साध्यक

स्व० विद्यालयाय सिंह स्मारक जन कल्याण समिति  
Munshi Ramdhani Jagroop Singh Mahavidyalay (Pharmacy)  
Baishkanti, Kaushambi (U.P.)

Date: 28/12/22

To  
The chairman  
Munshi Ramdhani Jaysingh Singh Mahavidyalaya Pharmacy  
Baishkanti Kanshambi

Respected Sir

I am Ritunja Singh with reference to  
your offer letter, I am pleased to inform you  
that I am joining today dated 27/12/22 as  
principal in your respective organization.

Thanking you

Date - 27/12/22

Your Faithfully

Ritunja Singh

