

RNR Associates

Jaya Vijaya Building, Koodalmanikyam Temple Road, Opp. Vrindavan Restaurant, Irinjalakuda, Thrissur, Kerala, India. Pin Code: 680121,
Direct: +91 98468 75775, +91 95675 67924

Email: info@rnr-associates.com

Letter No: RNR/001

01st June 2021

Letter of Appointment

Name

: Reshma VR

Address

: W/O Sayooi M.S

Muriyankattil (H), P.O Edakulam

Irinjalakuda(Via.), PIN: 680688

Dear Reshma,

Appointment as Accountant

You are successfully completed your probationary period of 3 months, here we are issued an official confirmation for the above position and are pleased to advise that

Working Hours:

Mon - Sat

: 9.30 AM to 18.00 PM

Lunch Break

: 1.00 PM to 1.30 PM

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

Period of Notice for Termination/Resignation

After probation - 3 month (Leave cannot be utilized as resignation notice.)

You are required to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties. You shall not take or engage in any other employment, trade, and business, whatsoever outside the business of the Company during the period of your employment.

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Confidentiality

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-

- she/he is guilty of misconduct:
- she/he is negligent in the discharge of her/his duties; or
- being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belongs to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in thecourse of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm youracceptance by signing and returning the duplicate copy of this letter for our file and records. Aspaired

Yours sincerely

Director

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I agree to the appointment and accept the above terms and conditions of service.

Signature : eskima

Name: Reshma . V. R

Date: 1/06/2021

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