

Name of employee

Arumita Chakroborty

Date:**Address of the Employee:**

118, Purba Panchanno Gram
P.O- VIP nagar, P.S- Anandapur,
Kolkata 700100, WB, India.

Greetings, Mrs. Arumita,

It is my pleasure to confirm an appointment with our organisation as "CUSTOMER SUPPORT EXECUTIVE" on behalf of EDUCATION TIMES.

Your total CTC will be INR 156,000/- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Working Hours: The working hours will be 10 a.m. to 06 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Leaves: Each year, you will be entitled to 15 annual leaves and 12 casual leaves. All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be. B5, Purba Diganta. However, depending on the company's needs, you may be transferred to any of the company's branches.

Yours Truly

EDUCATION TIMES

Authorized Signature : Souvik Koner

Employee Signature: Arumita Chakraborty