

InstaVyapar/HRD/APPMT/09

11-03-2022

Dear Raj Kumar Gautam

Biraili, Surapur, Shahganj Jaunpur, Uttar Pradesh- 223108

Appointment Letter

11th March 2022

Sub: Job Offer Letter for Sr. Web Developer

We are pleased to have the privilege to inform you that you have been selected as the web developer at our organization **INSTA VYAPAR**.

We hope you will prove yourself to be a very hardworking and reliable worker for our organization.

We hope that your skill in website-related workings and knowledge in web development and designing will help our clients and co-workers very much. We hope your skills in website-related work will be very beneficial for our clients.

1. Your scope of work will include web designing & web programming and any other practices followed in SD Corporation Private Limited. You will perform and conform to all such duties and responsibilities, directions, and instructions assigned or communicated to you by the relevant authorities.

2. You are appointed for a tenure that will be effective from 11th March 2022. You will be reporting to the designated officer as we may decide.

3. Your salary for this job will be **27000.00** You will get other bonuses and medical facilities after completing your probation period of Six Months.

4. While being associated with the company, you will adhere to the rules and follow discipline with regards to work, timelines, attendance, and best practices that are followed by the department. You shall treat all the information imparted to you during your assignment in the company as confidential and not divulge the same directly or indirectly to any person or firm.

You are requested to sign the duplicate copy of this letter and return it to the undersigned as a token of your hereof. We look forward to having you with us.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Suraj', with a stylized flourish at the end.

For Insta Vyapar

Suraj Kumar

Company Founder and Director