

TO,

Samuel Stephen

SUBJECT:

Job Confirmation Letter – Junior Architect

Dear Samuel,

Following your recent interview, we are pleased to offer you a position subject to the following terms and conditions:

Position: Junior Architect

Joining date: 1st – October - 2021

Salary: Your overall starting salary will be Rs. 18,000 per month. As discussed, this figure can increase based on your work performance.

Probation: There is a probationary period of 6 months.

Office Hours: These will be from 9:30 to 18:30 with half hour lunch break from Monday to Saturday. Every 2nd and 4th Saturday will be holidays.

Overtime: Occasionally, you may be requested to work overtime.

Termination: In the event that due to a substantial change in your circumstances or personal life, you are suffering genuine hardship in continuing your employment, we may accept an early termination of your employment with a reasonable and agreed notice period of not less than 4 weeks. Equally, in the event that there is a substantial reduction in the workload, we may also terminate your employment with not less than 4 weeks notice. In either of these situations, accumulated leave may not normally be taken in lieu of notice.

Annual Leave: 12 calendar days leave per annum.

We welcome you to our team and wish you a successful employment with our firm.

Thanking you
Yours faithfully
for **ADVITH**,



(Ar. S. J. ANTHONY)

B. ARCH., F.I.I.A., A.I.I.D, M.I.E.
A R C H I T E C T

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DATE:	22-02-2022
REF:	SAMUEL-OFFICE LTR-20220222