



Get Engineering Troop Pvt. Ltd
Sankhamul, Kathmandu, Nepal

Making things simpler

Mr. Rajesh Chhetryal

Date: 2022 March 29

Letter of Appointment

Mr. Chhetryal,

GET ENGINEERING TROOP is pleased to formally offer you the position of Administrative Assistant at our new office in Kathmandu, Nepal. As discussed, you will be responsible for handling the administrative support functions of this particular office. Please note that specific duties are detailed in the job description document enclosed with this letter.

As an administrative assistant, you will be directly reporting to the branch manager. You will be required to report to work 5 days a week (Monday to Friday) and your working hours will be 9 am to 5 pm.

Your compensation package includes an annual salary of Rs 2,40,000, which will be paid into your account monthly. You are also entitled to the company's employee benefit plan, which will provide you with access to sick leaves, vacation time, and bonuses – all these are also detailed in the enclosure.

Please signify your acceptance of the terms and conditions provided in this letter and its enclosures, by signing and dating this document, and returning it to us on an immediate basis.

You may retain a copy of this letter (also enclosed) for your reference. We look forward to having you join Team GET from Sunday, April 1, 2022. If you require any further information or have concerns, you can reach us at getengineeringtroop@gmail.com

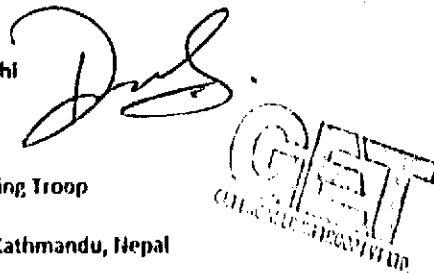
Sincerely,

Anil Jung Shahi

Director

Get Engineering Troop

Sankhamul, Kathmandu, Nepal



Sankhamul, Kathmandu, Nepal

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