



B.L. International School

Name of employee – Vardha Khan
Date: 10.01.2023

Address of the Employee:
11 New Chanakyapuri
Moula Nagar
Bareilly

Greetings: Mrs. Vardha Khan

It is my pleasure to confirm an appointment with our organization as "PRF Teacher" on behalf of B.Ed. Your total CTC will be INR _20,000/- (per month CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: A three -month probation period will begin on the day of hire, which may be extended at the discretion of B. L. International School C.B. Ganj Bareilly

Working Hours: The working hours will be _7.30 a.m. to 1.30 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you.

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, B. L. International School C.B. Ganj Bareilly.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly
Principal

Signature

Employee Signature

Registrar
Invertis University
Bareilly

[Handwritten Signature]
Director Corporate
Invertis University
Bareilly