



Sou Sushila Danchand Ghodawat Charitable Trust's

Sanjay Ghodawat International School

Affiliated to Central Board of Secondary Education, New Delhi, Affiliation No:1130334 School Code : 30258

Phone: +91 230 2689700, +91 7720012058, +91 9011039888, +91 7720016738

Add: Gat No. 555, Sangli-Kolhapur Highway, Atigre, Dist : Kolhapur E-mail : principal@sgschool.in Website : www.sgschool.in



Ref: SGIS/2024-25

Date: 03.03.2024

To,

Ms. Mahima Naik

E-Mail : mahimadayanandnaik@gmail.com

Mob. No - 9370744251

REF: OFFER LETTER

Dear Ms. Mahima Naik,

Congratulations! SGIS group is delighted to offer you the position of **Science Teacher** at our School. As discussed, you will join your duties on or before **01st June 2024** after which this offer will null and void by default.

As per terms, mutually discussed and agreed between us, your starting gross emoluments would be **Rs.28,000/-** per month. In capacity of your role, you would be eligible for free education for one child, free accommodation, and free meal facilities.

Formal appointment letter with terms and conditions shall be issued to you after completing the joining formalities.

✦ List of documents to be submitted on joining day

- ✓ Copy of PAN card and Aadhar Card
- ✓ Copy of past two employer's appointment letter, experience letter/relieving letter Copy
- ✓ of past three months' salary slips
- ✓ Original qualification certificates to be submitted. 2
- ✓ Passport size photographs
- ✓ Clean criminal history (you should be able to provide police checks)

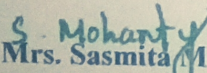
Your initial appointment shall be on probation basis for the period of 12 months. The probation period may be curtailed and/or extended by the School based on your performance and contribution towards the system, your behaviour with your subordinate and colleagues.

You are requested to sign a copy of this letter as a token of acceptance and return the same via hard copy or email within 24 hours. Also send us a copy of your resignation letter submitted to your present employer along with their acceptance.

We wish you all the best and look forward to a longterm association with you. By accepting this offer letter, you hereby undertake and agree to abide the school rules and service conditions

Thanking you,

Yours faithfully,


Mrs. Sasmita Mohanty
Director-Principal.



I, Ms. Mahima Naik accept the above offer and hereby undertake and agree to abide the school rules and service conditions.

Date of acceptance :

Date of Joining : 01. 06 .2024

1 Signature

: _____