



Dated: 01-07-2024

To,

Ms. Sumana Biswas

H.No. 1813/6, Suresh Nivas,

Housing board colony, Porvorim

Pin Code- 403521

Letter of Offer

Dear Ms. Sumana Biswas

With reference to your application & subsequent interview you had with us, we are pleased to appoint you as Science Faculty in our Organization. Your date of joining will be 01st July, 2024. Your posting will be at Estellar Higher Secondary School of Excellence, Porvorim. Your reporting time will be 8:30am (9 hour duty from the time you report depending on class schedule).

On the date of your joining, you may please bring along the following:

1. Adhaar Card Copy
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. Two Passport Size photographs
8. An updated Curriculum Vitae

We hope to have a symbiotic relation with you.

With Regards,

For Estellar Educational Trust,


Mrs. Selina Dmello Dias
Administrator
Porvorim

Registered Address : H.no 179/39, Alto-Bela Vista, Sangolda, Bardez, Goa 403511.

Office Add : Estellar Higher Secondary School of Excellence, Behind Chodankar Hospital, Penha de Franca, Bardez, Goa 403521