



Confirmation Letter-Lavina Fernandes, Project CoordinatorGoa

2 messages

HR Manager (SHARP) <deepshikha@schoolindia.org>

Fri, 29 Jul, 2022 at 15:17

Reply to: deepshikha@schoolindia.org

To: lavinafernandes1998@gmail.com

Cc: megha@schoolindia.org, hr@schoolindia.org, menaka@schoolindia.org

Dear Lavina Fernandes,

Congratulations!

We are pleased to confirm that you have been selected to work as Project Coordinator - Goa. Your date of joining will be 01/08/2022. We are delighted to make you the following job offer. You will get Rs. 30,000 per month consolidated salary.

You will be on contract for 6 months and contract will be renewed after 6 months based on your performance and extension of the project. Office timings are 9 am-5 pm. Sharp works Monday to Saturday 9 am to 5 pm.

Please reply to the mail to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of SHARP NGO and look forward to work with you.

You are also requested to submit your Employment data in the form whose link is given below and submit the same on joining with your two passport size photos to me.

After Joining, if you want to leave then a minimum period of one month notice has to be given

[Download Employment Form](#)

Regards,

Deepshikha
Sharp Ngo
HR and Marketing Consultant
Mobile: ++91 8587899665
Email: deepshikha@schoolindia.org
Site: www.schoolindia.org

HO : B6 Extn / 21 Safdarjung Enclave, New Delhi

Goa Address

8, 3rd Flr, Green Ranch Aptts
Opp Keni Hospital, Alto Porvorim, Bardez
Goa, Goa 403521
India

Ms Juhi [7506 272 985](tel:7506272985)

Lavina Fernandes <lavinafernandes1998@gmail.com>

Fri, 29 Jul, 2022 at 16:24

To: deepshikha@schoolindia.org

madam

thank you for the offer of project coordinator Goa. I am delighted to formally accept the offer.

I have enclosed the duly filled in employment form

thank you for the opportunity.

thanking you

[Quoted text hidden]