

OFFER LETTER

Date: 05-05-2023

To,
Miss. Shreya Pai
Ponda, Goa

Dear Miss. Shreya Pai

With reference to your application and subsequent interview with us, we are pleased to offer you the post of Trainee Faculty- Zoology in our organization. Your date of joining will be 22nd May 2023. Your Annual Total Employment Cost to the company would be Rs.3,00,000 (Three Lakh Only).

The training will be conducted at Margao centre. During the training period, you will be required to be present at the centre for a shift of nine hours (as per the duties assigned). Your training tenure will be of one year after which it will be mandatory to work at Estellar Academy as a regular faculty for at least two academic sessions. As we are investing time and resources in training you, utmost sincerity, loyalty and discipline will be expected from you. You should not misuse / leak any confidential information.

Your posting will be at Margao Branch. This Letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

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

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

You will be required to report under the undersigned on 22nd May 2023 at 10:00am.

Regards



Yogendra Singh Sikarwar
Director
Estellar Academy
Email: diroffice@estellaracademy.ac.in
Contact No: 7796657171

Corporate Office : 409, Ambrosia Corporate Park , EDC Complex , Patto Panjim

Margao Centre : Ground Floor & 3rd Floor, "THE COURT" , Near Arlem Junction, Fatorda , Margao – Goa

Porvorim Centre : Maratha Bhavan, Behind chodankar Nursing Home, Near Coqueiro Circle, Penhe France, Alto- Porvorim

Vasco Centre : Second Floor, Santa Pelagia Building, Vasco Da Gama