

Date: 14th Poush 2078

Name: Sanjita Thapa

Address: Mulpani-5, Kathmandu

Dear Ms. Thapa,


I am pleased to offer you the position of Front Desk Incharge to be effective from 20th Poush 2078.

As a Front Desk Incharge, you are responsible to create an enabling environment in the institution following the duties and responsibilities outlined in the job description enclosed with this appointment. You will also be expected to contribute to the service efforts, as well as participate in meetings and other college-wide activities, and must adhere to the rules of the institution.

Your salary and social security benefits will be determined by the college's policy standards. You will be eligible for social security benefits after six months of probation; however, the Dashain Bonus will be provided on a pro rata basis. Taxes on income are subject to the tax policy of the government of Nepal.

We are delighted to welcome you to this institution and wish you every success in your endeavors.

Sincerely,



Sandeep Shrestha
Principal

