

Date: 24th Ashoj, 2076

Name: Alkama Rani Khan

Address: Koteshwor, Kathmandu

Dear Ms. Khan,

I am pleased to offer you a position as a full-time Teaching Faculty Member in the BCA Program at Samriddhi College, effective from 1st Kartik, 2076.

As a full-time faculty member, you will be responsible for Introduction to Management in undergraduate program. You are expected to contribute to the department's research and service efforts, as well as participate in faculty meetings and other college-wide activities.

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.

The detailed job descriptions are enclosed with this appointment, and you must adhere to the rules of the institution.

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

Sincerely,



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Sandeep Shrestha  
Principal

