Ihita Engineering Services Pvt Ltd
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Phone: 044-24867415, Fax : 044-24867415
CIN: U45200TN2010PTC076630

APPOINTMENT LETTER

(Private & Confidential)

To,

Ms.AMERIOCA THANGHIEW

Dear Ms.Amerioca Thangkhiew

LETTER OF APPOINTMENT FOR THE POST OF "TRAINEE FORMWORK ENGINEER "

We are pleased to extend our offer of employment to you for the position of **"Trainee Formwork engineer"**, under the following terms and conditions:-

SALARY

Your commencement salary shall be Rs.10000 (Ten Thousand Only) per month. Salary matters shall be treated at all times with strictest confidence and shall not be a subject for discussion except with your immediate superior.

APPOINTMENT DATE

As discussed and agreed, the effective date of your employment shall be 14/05/2018

SCOPE OF WORK AND RESPONSIBILITES

As a " Trainee Formwork engineer", the qualities you will aim for the high accuracy, good speed, and clear presentation in your work. You are expected to achieve productivity targets by and large over a period of time, without compromising on the quality presentation of accuracy.

TRAINING & PROBATIONARY PERIOD

During the tenure, you will be trained in Complete Formwork standards and also in developing English language and communication skills, which is required to work in any multinational companies. Superiors will advise you of the general office procedures and any additional reporting procedures that are to be followed.

You are required to serve a training period of three(3) months from the date of your appointment after that you will be in probationary period of six (6) months with afforaable increment based on the performance. On successful

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