

EMPLOYEE JOINING LETTER

Ref No.:

Date:

To,

NAME: _____,

FULL ADDRESS:

Subject: Appointment and Joining Confirmation Letter

Dear ,

We are pleased to inform you that you have been selected for the post of _____ at the Head Office of “**Dr. B.R. Ambedkar Institute of Computer Sciences**”, run by “Kalpana Early Sence Foundation”.

You are hereby requested to join on _____. Your appointment will be governed by the terms and conditions set forth by the Institute and the Foundation.

➤ **Terms of Appointment:**

- Designation: _____,
- Department: DR. B.R. AMBEDKAR INSTITUTE OF COMPUTER SCIENCES
- Joining Date: _____,
- Reporting Time: 10:30 AM
- Salary: ₹ _____ per month with incentive.
- Working Hours: 11am to 6pm
- Place of Posting: Head Office, KALIYAGANJ CITY

❖ **You are expected to carry the following documents on your joining day:**

- Photocopy of Aadhar Card
- 2 Passport Size Photographs
- Educational Certificates (Xerox)
- Experience Certificates (if any)

We welcome you to our team and hope that your association with us will be long, fruitful, and mutually beneficial.

Warm regards,

MR. BISWAJIT ROY

CHAIRMAN

DR. B.R. AMBEDKAR INSTITUTE OF COMPUTER SCIENCES