

APPOINTMENT LETTER

Dear James,

With reference to the interview dated **June 12, 2022**, we are pleased to offer you the **position of- Graphic Designer**. The detailed appointment letter containing the employment terms shall be issued to at the time of Joining.

Your total emoluments (or CTC) have been fixed at **USD 48000** (forty eight thousands) Per annum. All the applicable taxes on salary shall be deducted as per the government rules.

You need to report at our Texas office (add mentioned at the end of this letter) which will also be your official working location from the date of joining. However, your services are transferable to any office of the organization depending on business requirements.

You shall be on the probation period for first three months and on successful completion of the probation period, you will be entitled to the permanent employee status and other allowances or benefits as per the company policies.

You joining date is **July 30, 2022**. You are requested to report at 10:00 AM with following documents.

1. Educational certificates
2. Date of Birth certificate
3. ID Proof and Address Proof
4. Recent Passport Size Photograph
5. Relieving Certificate from previous employer (if applicable)
6. Last Salary drawn proof with bank statement (If applicable)

We look forward to your joining and welcome you to the ABCD Corporation LLC.

Warm Regards,

Scott Gomez

HR & Admin

ABCD Corporation LLC

696, Cotton Lane, Dallas, Texas - 75001