



DATE: 19/02/2021

Subject: Appointment Letter

Dear NELLI ASHOK,

Following your acceptance of the job offer letter which you signed on we would like to confirm your appointment with GAMMA PROCESS as a **SUPPORT ENGINEER** Your employment is be subject to the terms and conditions listed below:

**StartingDate :**

Your starting date is [07/06/2021].

**Work Timings :**

Your work timings are from 8AM to 5PM, Monday to Friday.

**Probation Period:**

You will be on a probation period for the first six months. Upon successfully completing the probation period, your employment will become of a permanent status.

**Salary**

Your monthly salary is 12000

**Other**

YOU WILL GET OT

**Annual**

You are entitled to 15 days of paid leave per year.

Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

If you have further questions, please contact me directly or simply approach the HR department.

Congratulations on your appointment and welcome to GAMMA PROCESS. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Authorized Signatory

**Address:** Seec Towers, Inorbit Mall Rd, Vittal Rao Nagar, HITEC City, Hyderabad, Telangana 500081

*chp*  
PRINCIPAL  
D.N.R. COLLEGE  
BHIMAVARAM.