



SEARCH MY COLLEGE

Job Offer Letter

Ipshita Mishra

Address – Tulsi Nagar colony Varanasi, (U.P) (221007)

Mobile–+91 9511131777

Email – Writetoipshita@gmail.com

Date- 5th June, 2024

Dear Ipshita Mishra,

This has reference to your application dated 4th August, 2024 and subsequent interview held on 29 May, 2024.

We are glad to inform you that you are welcome to join the family of Search My College. This letter will confirm our understanding of terms and condition applying your association with us as “HR Executive Assistant cum Admin Manager”. We are delegating you the responsibility for Noida Sector 62, HQ for the work of the company and to achieve the goal of the company.

Your appointment will be effective from 20th June, 2024. You will be paid consolidated monthly salary of INR 40,000/- (incl. HRA, MED. Allowance + Conveyance allowance) You will be on probation period for 3 month and your performance will be reviewed. We work from Monday to Saturday (10:00 AM-6.30PM).

In case of termination of job from SMC, there is no notice period will be issued. In case of resignation by employee without one-month notice, one-month salary will be deducted from his/her salary. In case above terms and condition are acceptable to you then you may kindly sign the duplicate copy of this offer letter and return the same to our office.

With best wishes,

DIRECTOR

+91 8882106728

hr@searchmycollege.com

**ithum building Tower –B 519, Noida 62,
Gautam buddha Nagar, U.P.-201309**