

Appointment Letter

Date : 26/02/ 2020

To :

Priyanka Arvind Koli

Rankala Tower, Kolhapur

Subject: Appointment Letter for the post of Photography Trainer

Dear Priyanka Koli

We are happy to extend our heartfelt congratulations on your selection for the position of Photographer at our company. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title : Photography Trainer

Department : Training

Location : Kolhapur

Compensation Package : 15000/- (Rs. Fifteen Thousand Only)

Benefits : You will be entitled to our comprehensive benefits package, including Traveling and food on field of work. Further details will be provided during your orientation or onboarding process.

Reporting to : Admin manager

Employment Status : You will join us as a Full-Time employee.

Probationary Period : As part of your onboarding process,

Work Schedule : Your regular working hours will be [10 Hours], with scheduled breaks as per company policy.

Joining Formalities : On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the **Exposure** team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.

Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

Performance Evaluation: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice : Please be aware that both you and Company retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Vacation and Leave : Your employment entitles you to 20days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

Acceptance : To formally accept this appointment, please sign and return a copy of this letter by 30/02/2020. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you to the **EXPOSURE Photography Films & Training** team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR.

We congratulate on your appointment, and we eagerly anticipate your start date.



Warm Regards,

A handwritten signature in black ink, appearing to be "Anita", written in a cursive style.

Exposure Academy