Ref:MK/HR/2019/ Date: 19/06/2017

**Appointment Order**

Mk private limited is pleased to Appoint the following as a Sales manager with effect from 1st June 2017.

 **Name** **CID No**

1. Sonam Choden (Sales Manager) 10101003134

**Terms and conditions**

1. Pay scale: 25000-35000
2. Leave – As per the company rule.
3. Deduction – Health contribution and NPPF contribution.
4. Date of increment – Increment will be given after 6 months of appointment and till the further order.

You will be under probation for a period of 6 months upon successfully completing the probation period. The company will be confirmed in the same position.

Further information governing your employment can be found in the signed contract as well the Employee policy document of a company.

Congratulations on your appointment and welcome to MK Private Ltd. We look forward to years of fruitful cooperation and success. We wish you the best of luck.

Sincerely

[Operation Manager]

MK Private Ltd.