

- BANQUET HALL
- KITTY PARTY HALL
- ICE CREAM PARLOUR

Mob. +9170415 18085 | Email.: hs3808025@gmail.com

Rattan Restaurant

A perfect Vegetarian Dining place for friends, family and kids.

Letter of Appointment

MR. Harjeet Singh

Date: 01 Aug, 2018

We are pleased to confirm your appointment to the position of **Receptionist** at Rattan Restaurant. We are very happy to have you joining our staff and hope that you are equally grateful with this opportunity.

Appointment date

You will commence duties on **18/08/2018**.

Earnings

You will be remunerated by the payment to you of a salary of **Rupees 9,800/-** per month and you will get increment according to your performance and company policy.

Leave Policy

Mention number of leaves granted per year. Details of sick leave, casual leave, maternal leave etc.

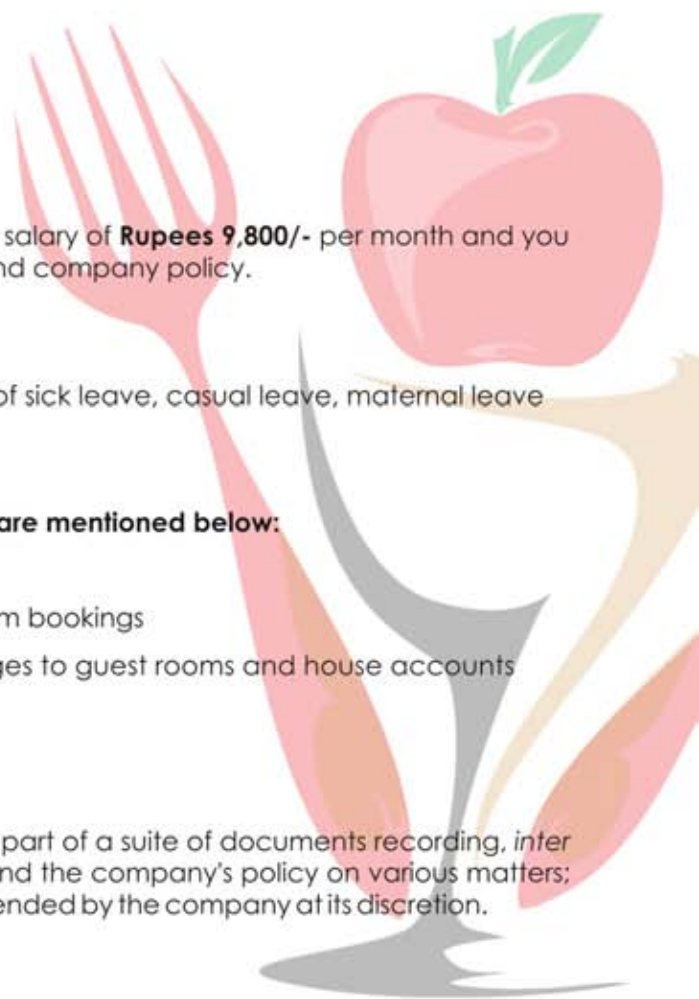
As a Receptionist your duties and responsibilities are mentioned below:

1. Inform guests of hotel rates and services
2. Maintain clear and accurate records of guest room bookings
3. Compute all guest billings, accurately post charges to guest rooms and house accounts
4. Confirm relevant guest information
5. Answer and direct incoming calls

This letter of appointment will accompany, and form part of a suite of documents recording, *inter alia*, the terms and conditions of your employment and the company's policy on various matters; which policies may from time to time be altered or amended by the company at its discretion.

Yours sincerely

(Managing Director)



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EXPERIENCE LETTER

We are hereby issuing the Experience Letter to Mr. Harjeet Singh S/o. Jasbir Singh is working with us as a Receptionist from 18/08/2018 to till now. He has working with fully dedication and honestly.

Manager



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Tondon Complex, Ground Floor, Opp. HDFC Bank, Rajpura 140401, Punjab, India
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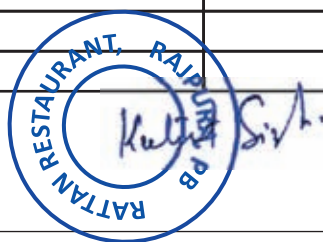
Employee Name : **Harjeet Singh**
Designation : **Receptionist**
Month & Year : **June 2021**

PAYSLIP

Earnings		Deductions	
Monthly Salary	9,800.00	Provident Fund	
		E.S.I	
Incentives		Loan	
		Profession Tax	
		TSD/IT	
Total Addition		Net Salary	9,800.00
			Cash

Rupees Nine Thousand Eight Hundred Only.

Authorised. Signatory _____



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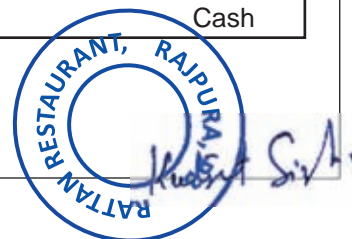
Employee Name : **Harjeet Singh**
Designation : **Receptionist**
Month & Year : **July 2021**

PAYSLIP

Earnings		Deductions	
Monthly Salary	9,800.00	Provident Fund	
		E.S.I	
Incentives		Loan	
		Profession Tax	
		TSD/IT	
Total Addition		Net Salary	9,800.00
			Cash

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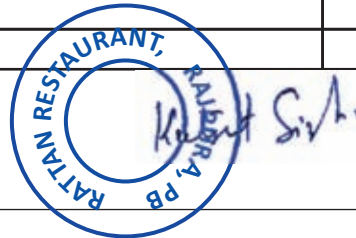
Employee Name : **Harjeet Singh**
Designation : **Receptionist**
Month & Year : **Aug 2021**

PAYSLIP

Earnings		Deductions	
Monthly Salary	9,800.00	Provident Fund	
		E.S.I	
Incentives		Loan	
		Profession Tax	
		TSD/IT	
Total Addition		Net Salary	9,800.00
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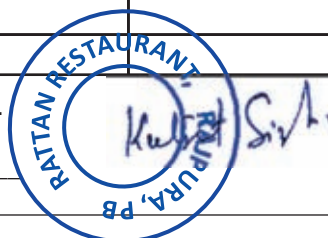
Employee Name : **Harjeet Singh**
Designation : **Receptionist**
Month & Year : **Sep 2021**

PAYSLIP

Earnings		Deductions	
Monthly Salary	9,800.00	Provident Fund	
		E.S.I	
Incentives		Loan	
		Profession Tax	
		TSD/IT	
Total Addition		Net Salary	9,800.00
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Employee Name : **Harjeet Singh**
Designation : **Receptionist**
Month & Year : **Oct 2021**

PAYSLIP

Earnings		Deductions	
Monthly Salary	9,800.00	Provident Fund	
		E.S.I	
Incentives		Loan	
		Profession Tax	
		TSD/IT	
Total Addition		Net Salary	9,800.00
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Employee Name : **Harjeet Singh**
Designation : **Receptionist**
Month & Year : **Nov 2021**

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Earnings		Deductions	
Monthly Salary	9,800.00	Provident Fund	
		E.S.I	
Incentives		Loan	
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Total Addition		Net Salary	9,800.00
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