

ABHAY BAGMAR & ASSOCIATES

CHARTERED ACCOUNTANTS

"SAKSHI", PLOT. NO. 13, S.NO. 31/2/1, BETWEEN LANE 5 & 6, NORTH MAIN ROAD, KOREGAON PARK, PUNE
411001.
PH: 26150555, 26150666, EMAIL:- admin@abhaybagmar.com

Ms. Kajal Jongra
Jaldhara Niwas,
Gajanan Housing Colony No.1
Ghorpadi, Pune-411001

9th Dec, 2019

Sub- LETTER OF APPOINTMENT

Dear Kajal,

With reference to your application for internship, we are pleased to inform you that you have been appointed as an intern in the field of accounts.

Scope of Work: You will be responsible for following -

1. Ensure the books of accounts are up to date of clients
2. Follow up with clients for records for accounting
3. Assisting clients queries regarding accounts
4. Assist in Income Tax and GST work

Period: The Period of internship will be Nine months.

Stipend: Your gross monthly stipend shall be as under:

For first 3 months : INR 4500/- all inclusive.

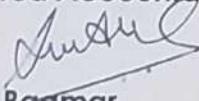
For next 6 months: INR 5000/- all inclusive

During your tenure, you are requested to abide by the rules and regulations of the firm and give prior notice if you require any leave. We request you to strictly adhere to the office timings (from 10.30 am -7 pm) and be punctual while reporting for duty. Your service can be terminated immediately if there is any breach of contract or misconduct or gross negligence. You are requested to maintain confidentiality of our customers details, business plans etc.

We are looking forward to working with you.

Thanking you,

For Abhay Bagmar & Associates
Chartered Accountants


Abhay Bagmar
Partner

