



**H MISTRY & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**  
C - 327, Clover Center, 7 Moledina Road, Camp, Pune 411001 .

Date: 30/11/2019

**Appointment Letter**

Ms. Kirti Rani,  
Pune

Dear Ms. Kirti Rani,

With reference to your application and subsequent interview with us, we are pleased to appoint you as "Intern" in our organization. Your joining date shall be 1<sup>st</sup> December 2019 and the details of roles and responsibilities shall be provided upon joining.

However, Organisation reserves right to change the roles from time to time depending on the priorities of the Organisation.

1. Your total emoluments will be Rs. 5,000 (Five Thousand) per month.
2. You cannot resign the office before the end of 9 months of your joining date. After that the notice period for leaving/ terminating services shall be two months. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
3. You will be required to comply with all such rules and regulations as the Organisation may frame from time to time.
4. You will not utilise or disclose to any person or persons or competitors any data in any form, passwords, trade practices or know how of the Organisation. If you found to be engaged in any activities which in the opinion of the management will be is detrimental to the interests / policies of the Organisation the management will be at liberty to terminate your services without further notice
5. During the period of your employment with the Organisation, you will devote full time to the work of the Organisation. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Organisation.



✉ : hareshmistry2010@gmail.com | harshal.mistry014@gmail.com

☎ : + (91) - 9822028128 | +(91) - 9921240004

📠 Office : + 91 - 20 - 26056084 | Residence : +91 - 20 - 24261201.



## H MISTRY & ASSOCIATES CHARTERED ACCOUNTANTS

C-327, Clover Center, 7 Moledina Road, Camp, Pune 411001

6. You will be responsible for safekeeping and return in good condition and order of all Organisation property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to the H Mistry & Associates family and look forward long and fruitful association for mutual benefit.

We wish you the very best of luck and success!

With best wishes,

For H Mistry & Associates

-CA Harshal Mistry/CA Haresh Mistry  
(Partner)



Offer Acceptance:

Ms. Kirti Rani

Date: 30/11/2019