



RISHS EDUCATIONAL FOUNDATION

16/2A Kundrathur Main Road, Mangadu, Chennai - 600 122.



RISHS/HR/OFF-LTR/2020-21/011

09.12.2020

OFFER LETTER

Dear **Mr. YOKESH V**

Congratulations!

Welcome to RISHS International School! This letter is to confirm the offer for the position of **ADMIN EXECUTIVE** at RISHS International School, Chennai.

Your employment will begin on **10-12-2020** with a **CTC** of **Rs.15,000/-**. You will be governed by the rules and regulations in vogue and those that may change from time to time.

Your compensation is highly confidential and if the need arises, you may discuss it only with your reporting authority.

Kindly submit the following documents at the time of joining

1. Educational Certificates
2. Age Proof and Address Proof
3. Relieving letter from previous employer
4. Last drawn salary slip
5. Service Certificate

It is with much enthusiasm that I congratulate you in joining RISHS International School!

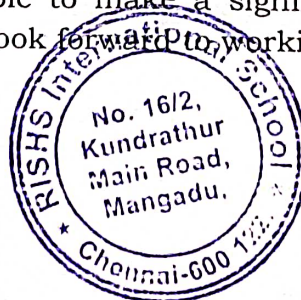
Sign the enclosed copy of this letter.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Regards

DEAN

Dr. INDIRA RANGAN



I YOKESH V have accepted the offer for the post of ADMIN EXECUTIVE and will report to duty on 10.12.2020



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Date



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