

Himal Traders Pvt. Ltd.

Kupondole, Lalitpur
01-55XXXXX · hr@himaltraders.example

Ref. No.: HT/HR/2083/045

Date: 2083-06-25

APPOINTMENT LETTER

नियुक्ति पत्र

Ms. Sabina Tamang
Imadol-4, Lalitpur

Subject: Appointment to the post of Accounts Officer

With reference to your application and the interview that followed, we are pleased to appoint you as Accounts Officer in the Finance department of Himal Traders Pvt. Ltd., with effect from 2083-07-01.

Your appointment is on the terms set out below. Please sign and return a copy of this letter as your acceptance.

The post

Position	Accounts Officer
Department	Finance
Type of employment	Regular
Joining date	2083-07-01
Place of work	Head office, Kupondole
Reports to	Finance Manager

Salary and terms

Basic salary (monthly)	NPR 30,000
Allowances (monthly)	NPR 13,000
Total (monthly)	NPR 43,000
Probation	6 months
Notice period	30 days

Terms and conditions

- You will be on probation for the period stated above. Your appointment will be confirmed in writing on its satisfactory completion.
- Your working hours will be eight hours a day and forty-eight hours a week, with one weekly day off, as provided by the Labour Act 2074.
- You will be entitled to public holidays, home leave, sick leave and other leave as provided by the Labour Act 2074 and the organisation's rules.
- Provident fund, gratuity and Social Security Fund contributions will be made as required by law, and income tax will be deducted at source.
- Either party may end this employment by giving the notice stated above in writing, or as provided by the Labour Act 2074.

6. You will keep the organisation's business, financial and client information confidential during and after your employment.
7. You will follow the organisation's rules and code of conduct as amended from time to time.

We welcome you and wish you a successful career with us.

Sarita Maharjan

For the employer

HR Manager, Himal Traders Pvt. Ltd.

Sabina Tamang

Accepted by the employee

I accept this appointment on the terms above. Date: