

Himal Traders Pvt. Ltd.

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

Ref. No.: HT/HR/2083/044

Date: 2083-06-20

OFFER OF EMPLOYMENT

रोजगारी प्रस्ताव पत्र

Ms. Sabina Tamang

Imadol-4, Lalitpur

Subject: Offer of employment – Accounts Officer

Thank you for your interest in Himal Traders Pvt. Ltd. Following your interview, we are pleased to offer you the position of Accounts Officer in the Finance department on the terms below.

The position

Position	Accounts Officer
Department	Finance
Joining date	2083-07-01
Place of work	Head office, Kupondole
Working hours	Sunday to Friday, 10:00 am to 6:00 pm
Probation	6 months

Salary structure

Basic salary (monthly)	NPR 30,000
Allowances (monthly)	NPR 13,000
Total (monthly)	NPR 43,000
Other benefits	Social Security Fund contribution, festival allowance, medical insurance

Conditions of this offer

- This offer is subject to verification of your academic and experience certificates and satisfactory references.
- Please bring the originals and one copy each of your citizenship certificate, academic certificates, experience letters, PAN card and two passport-size photographs on your joining date.
- A formal appointment letter setting out the full terms of employment will be issued when you join.
- This offer lapses if we do not receive your signed acceptance by the date stated above.

To accept, please sign and return a copy of this letter by 2083-06-27. We look forward to welcoming you.

Sarita Maharjan

For the employer

HR Manager, Himal Traders Pvt. Ltd.

Sabina Tamang

Accepted by the candidate

I accept this offer. Date: