

Appointment Letter

Employee ID: EMP0002

Date: 16 Jan 2026

Dear **Sanjay**,

We are pleased to offer you the position of **Accountant** in our **Accountant** department, effective from **04 Mar 2024**.

As part of our team, you will be expected to uphold our company values and contribute positively towards achieving our organizational goals.

Your employment is subject to the terms and conditions of the company policies, which will be shared with you during onboarding.

We look forward to a successful association with you.

Sincerely,

Authorized Signatory

Sanjay