



Sou. Sushila Danchand Ghodawat Charitable Trust's Group of Institutions

## Sanjay Ghodawat International School

Affiliated to International Baccalaureate Diploma Programme, Switzerland School Code: 060231  
Affiliated to Cambridge Assessment International Examinations, UK Center Code: IN918  
Affiliated to CBSE, New Delhi, India Affiliation No.: 1130334  
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Email: [principal@sgischool.in](mailto:principal@sgischool.in)  
Website: [www.sgischool.in](http://www.sgischool.in)

Ref: SGIS/2022-23

Date: 03/07/2023

To,  
Ms. Vaishnavi Rajesh Gurav,  
Email: [vaishnavigurav323@gmail.com](mailto:vaishnavigurav323@gmail.com)  
Contact no. 7887579508 / 9822089141.

### REF: OFFER LETTER

Congratulations! SGIS group is delighted to offer you the position of **Dance teacher** in our Belagaum branch. As discussed, you will join your duties on or before 04 July, 2023 after which this offer will null and void by default

As per terms, mutually discussed and agreed between us, your starting gross emoluments would be **Rs. 25,000/-** per month. In capacity of your role, you would be eligible for free accommodation, free education for one child and free meal facilities.

Formal appointment letter with terms and conditions shall be issued to you after completing the joining formalities.

#### ✦ List of documents to be submitted on joining day

- ✓ Copy of PAN card and Aadhar Card
- ✓ Copy of past two employer's appointment letter, experience letter/relieving letter
- ✓ Copy of past three months' salary slips
- ✓ Copy of qualification certificates to be submitted.
- ✓ 2 Passport size photographs
- ✓ Clean criminal history (you should be able to provide police checks)

Your initial appointment shall be on probation basis for the period of 12 months. The probation period may be curtailed and/or extended by the School based on your performance and contribution towards the system, your behaviour with your subordinate and colleagues.

You are requested to sign a copy of this letter as a token of acceptance and return the same via hard copy or email within 24 hours. Also send us a copy of your resignation letter submitted to your present employer along with their acceptance.

We wish you all the best and look forward to a long term association with you. By accepting this offer letter, you hereby undertake and agree to abide the school rules and service conditions

Thanking you,

*S. Mohanty*

**Mrs. Sasmita Mohanty**  
**Director – Principal**



I, Ms. Vaishnavi Rajesh Gurav, accept the above offer and hereby undertake and agree to abide the school rules and service conditions.

Date of acceptance :

Date of Joining : 04.07.2023

Signature : \_\_\_\_\_