

ABHAY BAGMAR & ASSOCIATES

CHARTERED ACCOUNTANTS

"SAKSHI", PLOT. NO. 13, S.NO. 31/2/1, BETWEEN LANE 5 & 6, NORTH MAIN ROAD, KOREGAON PARK, PUNE
411001.

PH: 26150555, 26150666, EMAIL:- admin@abhaybagmar.com

2nd May , 2019

Ms. Durganjali Singh
501, Ganesh Orchid,
Sundar Baug, Colony
Dapodi, Pune-411034

Sub- LETTER OF APPOINTMENT

Dear Durganjali,

With reference to your application for internship, we are pleased to inform you that we confirm your appointment as internship in the field of accounts.

Scope of Work: You will be responsible for following -

1. Ensure the books of accounts are up to date of clients
2. Follow up with clients for records for accounting
3. Assisting clients queries regarding accounts
4. Assist in Income Tax and GST work

Period: The Period of internship will be Nine months.

Stipend: Your gross monthly stipend is INR 4500/- all inclusive.

As per the instructions of your college (St. Mira's College for Girls) we will first pay the monthly stipend to St. Mira's College for Girls and they will reimburse the same to you.

During your tenure, you are requested to abide by the rules and regulations of the firm and give prior notice if you require any leave. We request you to strictly adhere to the office timings (from 10 am -7 pm) and be punctual while reporting for duty. Your service can be terminated immediately if there is any breach of contract or misconduct or gross negligence. You are requested to maintain confidentiality of our customers details, business plans etc.

We are looking forward to working with you.

Thanking you,

For Abhay Bagmar & Associates
Chartered Accountants

Abhay Bagmar
Partner

