

Date: 22th October 2022

MR. Subhajit Panda  
Dakshin Pathaberia, Purba Medinipur  
West Bengal- 721425

Dear Subhajit Panda

Sub: Appointment as Front Office Assistant (Front Office Department) effect from 22th October 2022.

In accordance with the Hotel Operations Agreement between Lords Resort Chotila (A Unit of Setu Joy Pvt.Ltd) we are pleased to appoint you as Front Office Assistant (Front Office Department) further you will be governed by the HR Policies of the company. The relevant terms and conditions of appointment are recorded below for your consideration and acceptance.

**Job Assignment:** You will be responsible for the duties of Front Office Department as laid down from time to time and will report to the concerned Front Office Manager.

- 1. Location:** You will initially be based at our unit at Lords Resort Chotila; however, you will be liable for transfer to any place of business of the company whether existing or acquired later anywhere within the country or outside temporarily or permanently at the discretion of the company.
- 2. Compensation:** You will be paid a gross salary of 13,500.00/- per month from the unit where you are stationed & the break-up of the salary is as follows: -

a)	Basic Pay	Rs. 9700.00
b)	House Rent Allowance	Rs. 2300.00
c)	Conveyance	Rs. 1500.00
<b>Total Salary per month</b>		<b>Rs. 13,500.00</b>

- 1. Loyalty Bonus:** In addition to your salary, you will be entitled for Rs. 00.00/- per month as loyalty bonus for period of 12 months and cumulated amount would be remunerated to you on completion of 18 months in Two Monthly Installment with the organization & in case during the eighteen months you are terminated/ resign or desire to part ways with the company you would not be entitled for any claim of loyalty bonus.