



# ROYAL ORCHID

RESORT & CONVENTION CENTRE

25th March, 2022

Ms. Uma Ghosh  
Kasharia,  
Khejuri-II,  
East Medinapore,  
East Medinapore-721431

Dear Ms. Uma Ghosh,

This has reference to your application and the subsequent interview and discussions you had with us. We are pleased to appoint you as "Guest Service Associate" in our organization on L-1. You will be posted at "Royal Orchid Resort & Convention Centre" with effect from 25th March, 2022 on the following terms and conditions.

1. You will be responsible for day-to-day operations of for Royal Orchid Resort & Convention Centre. All your duties and responsibilities you will report to "F&B Manager" and carry out instructions from time to time without any lapse. The company may also notify you from time to time, of any other work, which you are required to accept and carry out.
2. Break up of gross salary is attached as per annexure "A".
3. The compensation break up can be restructured at any time according to Company's requirement.
4. Your leave entitlement will be as per company rules.
5. Your mobile connection and reimbursement of bills will be as per company policy.
6. You are covered under medical/accident insurance for self and family as per policy.
7. You will be on probation initially, for a period of six months. This probation period is subject to extension from time to time depending upon your performance, attendance, punctuality, character, conduct, and overall suitability which decision is at the sole discretion of the Management. Unless confirmed in writing to you, you will continue to be a probationer.
  - a) During probation your services are liable for discontinuance without any reason, notice or payment in lieu of notice.
  - b) During probation, in case you desire to discontinue you are required to give one month notice or one month salary and allowances in lieu of notice, since any such discontinuance on your part