



APPOINTMENT LETTER

Date :

TO

Date : 29.03.2023

M. Sathya Priya
276M1, 11th cross street sankarankovilroad, Rajapalayam
Virudhunagar (D.T) Tamil nadu – 626117

PAN No :

Sub: ICC Academy School – In academic Association with VB Schools Velammal Bodhi
– Sangampatti,- Academic Staff appointment orders – issue - reg

Ref :ICC Academy School – Management committee – Selection committee – Resolution
number 09 – held on 10.06.2023

With reference to your application and the subsequent interview conducted, the Selection Committee is pleased to appoint you as a **TGT- English Teacher** in our ICC Academy school, Sangampatti, Rajapalayam.

You will be on probation for a period of one year, from the date of your joining duty. You shall produce satisfactory evidence of having obtained a proper release from your present appointment, if any.

Your remuneration-CTC will be Rs.18000/- per month (Rupees Eighteen thousand only). Your appointment shall be liable to be terminated at the discretion of the Management during the period of probation without any notice. In the event of your resignation after receiving the appointment letter or during the period of probation you shall give 3 month's pay. If it is after Confirmation, you shall give three months prior notice or three month's pay instead. The notice for resignation will be accepted only on completion of the academic year. You shall agree to accept any assignment of work decided by the Management from time to time, your duties can be transferred to any other group of our institution. You shall refrain from seeking employment anywhere without the knowledge of the Management.

You are expected to report on or before **3rd April 2023** at 8:30am for induction and orientation. You will be reporting to the Secretary. You are expected to adhere and comply with the school policy and guidelines.

You are expected to maintain a good relationship with students and your colleagues and support staff. Upon successful completion of one year probation period, you will be taken on roll on permanent basis. Your duties and responsibilities will be discussed elaborately by Secretary. Amendment and addendum of this contract shall be in writing and shall take effect as agreed by both parties.

Please indicate your acceptance of this letter by signing a copy of this letter and return it to the Secretary.

With best wishes for a rewarding career in our Institution.


Secretary