

Prop. Gurpal Singh

Mob: 9855900117

Hotel Simran

Bus Stand, Patiala (Pb.) - 147001

Email - gurpal.singh024@gmail.com

Ms. Manpreet Kaur Dhaliwal
D/o Mr. Gobind Singh
Vill. Phulewala,
Dist. Bathinda (151104)
Punjab, India

Subject: **LETTER OF APPOINTMENT**

Dear Manpreet Kaur Dhaliwal

This is with reference to your interview on **25/11/2020** you had with us. We are pleased to confirm your appointment to the position of "**Front Desk Executive**" on a monthly salary of **Rs. 16,800/-**. This is a permanent full-time position.

Initially you would be on probation of six months. After the successful completion of the probation your services would be regularized. In case you decide to leave, a notice period of one month is required to be served.

If the above offer is acceptable to you please return a signed copy of this appointment letter.

You are requested to join your duties on or before **01/12/2020**. You are advised to bring along copy of educational qualification certificates, copy of your Aadhar Card, copy of your Pan Card and five passport size photographs.

We welcome you in becoming a part of our organization.

Gurpal Singh
HOTEL SIMRAN
BUS STAND, PATIALA
M. 98559-00117
HR Manager

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TO WHOM IT MAY CONCERN

This is to certify that **Ms. Manpreet Kaur Dhaliwal D/o Mr. Gobind Singh** is working with our Hotel since **01/12/2020** to **till date**. She is working as a **“Front Desk Executive”** as a permanent employee. Her last drawn salary is **Rs. 16,800/-**. Her work responsibilities are as follows:

- Schedule and set appointments for executives and high-level managers.
- Handle phone calls from the client.
- Greet visitors and notify employees that guests have arrived.
- Accepting deliveries, including packages, certified and registered mail and communications sent by courier.
- Answer inquiries about Hotel.

Manpreet Kaur Dhaliwal is doing an exemplary job while working with us & has always maintained professional relations with the team & colleagues.

We wish her success in all her future endeavors.

Gurpal Singh
HOTEL SIMRAN
BUS STAND, PATIALA
M. 98559-00117

Head Operations

Prop. Gurpal Singh

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Salary Slip for the month of Dec, 2021

Designation	Front Desk Executive	No. of Working Days	31
Employee Name	Manpreet Kaur Dhaliwal	Gross Salary	16800.00
Basic Salary	11700	T.D.S.	0
H.R.A	1100	Leave Without Pay	0.00
D.A.	900	Transport	0
L.T.A.	900	Food	0
Medical Allowance	1200		
Conveyance Allowance	1000		
Total Amount	16800	Total Deductions	0.00
Net Payment	16,800.00		
In Words	Sixteen Thousand Eight hundred Only		

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Prop. Gурpal Singh

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Salary Slip for the month of Feb, 2022

Designation	Front Desk Executive
Employee Name	Manpreet Kaur Dhaliwal
Basic Salary	11700
H.R.A	1100
D.A.	900
L.T.A.	900
Medical Allowance	1200
Conveyance Allowance	1000

No. of Working Days	28
Gross Salary	16800.00

T.D.S.	0
Leave Without Pay	0.00
Transport	0
Food	0

Total Amount	16800
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Total Deductions	0.00
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Net Payment	16,800.00
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In Words	Sixteen Thousand Eight hundred Only
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Salary Slip for the month of Jan , 2022

Designation	Front Desk Executive	No. of Working Days	31
Employee Name	Manpreet Kaur Dhaliwal	Gross Salary	16800.00
Basic Salary	11700	T.D.S.	0
H.R.A	1100	Leave Without Pay	0.00
D.A.	900	Transport	0
L.T.A.	900	Food	0
Medical Allowance	1200		
Conveyance Allowance	1000		
Total Amount	16800	Total Deductions	0.00
Net Payment	16,800.00		
In Words	Sixteen Thousand Eight hundred Only		

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