



DORAN CONTRACTORS LIMITED
3187 Albion Rd South
Ottawa Canada. ONK1V 8Y3.
Human Resource Office.
Tel: +1-407-442-6125
Website: <http://www.doran.ca>

DORAN CONTRACTORS LIMITED APPOINTMENT LETTER

Congratulation for the consideration of your job application Resume CV by the Company Employment Directorate Office to serve as a full time employee of the Company after review of your application submitted details. You are hereby directed to join the company on or before October 2013 in our Ottawa office in Canada. You will be on probation for three months then you will become our permanent employee if found to be of a good behavior by observing company rules and regulations.

Employment Details Below:

Name: VENKATA SATEESH BOGU
Duration: PERMANENT
Post: COMPANY OFFICE ASSISTANT (In care of office maintenance and professional service to the management office making sure all officers perform the service relating to office maintenance service department)
Job Ref NO.: 01MK/5JZ012013
Service Location: OTTAWA CANADA
Salary: Monthly Salary take home after tax: \$8,350:00USD

Working time: 8 AM TO 4PM Mondays to Fridays

You will receive your monthly salary on the 28th of every month. There will be performance review after every six months and salary revision once a year.

ALLOWANCES/ ENTITLEMENTS

Car Maintenance: \$300.00 dollar (Monthly)

House & Furnishings:\$ 1,200 dollar (Yearly)

Entertainment & Recreation: 300.00 dollar (Monthly)

PAID LEAVE PERIOD/ TRAVEL

* You are entitled to 1 months Paid Leave which can be taken once at a time or 2weeks apart from one different period.

*You will receive \$1,000.00 US Dollar Take home for each leave Period.

*Employer shall also take care of employees' travel ticket including that of employees' Family only on employee's early notification to employer and as shall be requested by Employee.

You have to work for 40 hours per week. You will get overtime benefit if you work for more hours as stipulated time.

The leave policy and other polices of the company are enclosed in Terms and Conditions Document.

We look forward to work with you that will be mutually beneficial for both the parties (Employer and Employee).

On the date of joining, you need to sign the Original employment contract documents stating all employment terms and conditions. I hope you will enjoy working with us to achieve a wonderful career as an employee of our Company.

You are required to take responsibility for your visa processing and inform the company to pay for your flight ticket after the approval of your visa. The visa cost will be refunded to you as soon as you resume duty in Canada in line with the Company policy on international applicants. You are expected to give us progress update on your visa processing between now and 7days after receiving this appointment letter.

You are advice to contact Diplomat Owen Peters in Canadian Embassy New Delhi India for your Visa processing immediately you receive this offer letter on the information below:

Diplomat Owen Peters.

Visa Processing Department

Canadian High Commission Office

New Delhi India

Tel: + 917838961167

Email: delhi-im-enquiry@embasy.info

This Appointment letter will be revoked if you are unable to secure your traveling documents and Visa before the date you are expected to resume duty in Canada.

Yours Sincerely,

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Robert Becks

Employment Directorate Office

Doran Contractors Limited Canada

Doran Contractors Limited delivers quality service by keeping to terms of service engagement

