

OFFER LETTER

Date:06/03/2023.

Ref Code: ELT/23-24/232/B

Dear PUVVADA. GANESH,

Congratulations!!!

We are pleased to offer you employment at **SPEAKING TREE** as an **ENGLISH LANGUAGE TRAINER (ELT)** for the academic year (June/July 2023-March/ April 2024). We feel that your skills and background will be valuable assets to our team. While welcoming you to be a part of SPEAKING TREE, we would like you to walk through and understand the terms and conditions.

INITIATORY TRAINING

1. You will have to undergo Initiatory training for 5-7 weeks in our H.O in the month of June 2023. During the initiatory training you will be required to sign an Assignment Agreement to work as a Professional English Language Trainer with us for at least one academic year.
2. This Initiatory training will primarily focus on the teaching and training techniques and will equip you with all the necessary qualities required to work in SPEAKING TREE. However, failing to perform well will effect on your placements and it may even lead to Assignment Agreement's termination.
3. You should be ready to work anywhere in Andhra Pradesh & Telangana after the successful completion of initiatory training.
4. Standard accommodation will be provided during the initiatory training and you will have to make your own arrangement for your food etc., if you are a non-resident of Vijayawada.

PERSONAL GROWTH

1. You will get to see the whole transformation of yourself in terms of English language proficiency and communication skills personally and professionally by imbibing self-confidence. You will get to meet the new 'YOU'. This will help you wherever you are in your career.

FINANCIAL & CAREER GROWTH

- You will be paid a professional fee of **Rs.17,000/-p.m** (Rupees Seventeen Thousand) from the date of your reporting.
- You will be certified for your English proficiency under **ENGLISH LANGUAGE SKILL ENHANCEMENT PROGRAM** after successful completion of one academic year.
- You will also be provided with added income source through **INDIAN NATIONAL GRAMMAR QUEST 2023-24 (INGQ) & JAAGO GENIUS 2023-24**.
- You will be provided standard accommodation from the date you report for your assignment and traveling allowance wherever applicable.
- Your sincere services will be valued at the end of successful completion of the academic year in the form of promotion which will enhance you to be a leader for a great team.

OFFICE REQUIREMENTS

1. You must submit any one of the academic original certificates to us at the start of the initiatory training.
2. Two months mandatory notice is required to discontinue your services before the closure of the academic year.
3. If failed to report at the work place after the Initiatory training, you will have to pay us Rs.40,000/- towards the training and facilities provided.

You will have to carry and submit these documents when you come for initiatory training without fail.

1. Any Academic Original Certificate.
2. PAN Card Copy
3. AADHAR copy
4. 5 Passport Size photos.

**Terms and conditions apply*

The entire team at SPEAKING TREE is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please contact on +91-7093329963 / 9911993767 or email us at speakingtreevja@gmail.com

If you have read and understood the rules and regulations of the terms of appointment, send us an email hereby stating that you accept the offer to speakingtreevja@gmail.com by 15th April.

The date of the initiatory training will be intimated through mail and over the phone, once the acceptance letter is sent.

With Best Wishes



(Director)