



# Sanima Bank

'A' Class Financial Institution Licensed by Nepal Rastra Bank

Date: May 27, 2024  
Ref: 2080/81/HR/3393

Mr. Shekhar Dhakal  
Khanigaun-4, Nuwakot

Sub: Letter of Appointment

Dear Mr. Dhakal,

Sanima Bank Limited (Sanima) is pleased to offer you employment as "Assistant" on permanent basis.

You will be eligible for the facilities as per Employee Service Regulation of Sanima and your employment will be governed by these Regulations. Sanima evaluates its associates on the basis of their individual contribution to Sanima.

Your monthly remuneration package will be as follows:

Particulars	NPR
Basic Salary	19,800.00
Allowance	13,200.00
Gross Salary	33,000.00
Lunch*	2,000.00
Gross Monthly Total	35,000.00

\*Lunch expense up to NPR 2,000.00 per month is on a reimbursement basis.

Sanima shall have the right to assign you duties any time in any branch/department or location.

You are required to provide prior notice to end service with Sanima in line with Employee Service Regulation.


This offer is valid for your acceptance till May 31, 2024. Please sign this letter as your acceptance. You are required to join Sanima on June 9, 2024. You are also required to take oath of fidelity and secrecy and sign a declaration as applicable. Your appointment to Sanima is subject to fulfillment of required medical clearance.

Sanima may not consider you for future employment if you do not join Sanima after signing this offer letter.

I welcome you on board to join the team of energetic and professional individuals of Sanima.


Wish you all the very best!

Sincerely,

  
Narayan Prasad Khatriwada  
Chief Human Resource Officer  
cc: HR Department



I accept the offer.

  
Mr. Shekhar Dhakal  
Date: