

Ref. No. *App-Asa-21*

Dated. *25-8-2021*

To

**Parvinder Kaur**

Address: Address: H.No.262, Ward No.8  
Preet Nagar Sunam, Sangrur  
Pin – 148028, Punjab, India.

Dear Parvinder Kaur,

### Confirmation of Appointment

In response to your candidature and subsequent interviews, we are pleased to offer you the position of **Hair Stylish**.

Congratulations!

We believe that your education, knowledge, and skills would be an ideal fit for our team. Your employment with us would be on the following terms & conditions. Please take time to review our offer related to your anticipated employment with us.

#### **Starting Date**

You are required to join by 30<sup>th</sup> August 2021

#### **Work Timing**

Your work timings from 11 AM TO 7 PM. You will be required to work for such hours for the proper discharge of your duties to the salon.

#### **Vacation**

You will be required to work 6 days a week.

#### **Salary**

Your monthly salary will be Rs. 15,000/- (Rupees Fifteen Thousand Only)

#### Further information about the work:

##### **Increment**

The salary mentioned above shall be review on an annual basis.

##### **Leave Notice Period**

As a full employee, you will be entitled to one day paid leave per month. In case of emergency leave requests, however, the decision will be upon the management.

**Probation Period**

You will be on probation for 90 days from your date of joining after which you will be confirmed.

**Termination**

During the probation period, if your services are found to be unsatisfactory, your appointment will be terminated by giving you ten days' written notice from our side.

**Obligations Surviving termination of this Agreement**

All obligations to preserve the salon's confidential information, clients' details, and pricing structure of the services set forth herein shall survive the termination of this Agreement.

**Additional Agreement**

Like all employees, you will be required to sign the company privacy agreements on the date of your joining.

We welcome you to our organization and look forward to your contributions to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification/submission:

1. Original and copies of educational certificates
2. Original & copy of your National ID
3. Three passport-size photographs
4. Proof of address

Your signature at the end of this letter confirms the acceptance of this job offer.

If you have any questions, please feel free to reach us out at any time.

**Best regards,**

To affirm your acceptance of the terms and conditions laid out in this letter kindly sign below.

Parvinder Kaur  
(Prospective Employee)

*Parvinder Kaur*



Ref. No. Exp-Asa-125

Dated 4-7-2023

## EXPERIENCE CERTIFICATE

Please accept this letter as confirmation that Parvinder Kaur D/o Balvir Singh has been working with us as a Hair Stylish from 01<sup>st</sup> September 2021 to the present. She works 48 hours per week on a full-time basis and draws a monthly salary of Rs. 16,500.00/-.

Parvinder's job duties as a Hair Stylish include:

1. Analyze clients' hair, facial features, and needs, provide stylistic options for their hair determine their preferences.
2. Provides services to clients such as cutting, shaping, curling, cutting, and trimming based on customers' hair type, facial features, and instructions.
3. Style and dress hairpieces, extensions, and wigs.
4. Perform hair shaping, curling, straightening, trimming, bleaching, dyeing, and tinting services as requested.
5. Prepare hair for styling by analyzing hair condition; shampooing and blow-drying hair.
6. Provide hair coloring and chemical treatments such as bleach, dye, or tint hair as requested.
7. Analyze hair and scalp conditions and advice clients on haircare needs and solutions.
8. Train salon staff in procedures and policies as needed.
9. Adhere to salon safety and cleanliness standards.

Parvinder Kaur has a full range of hairstyling skills for making clients look their best and satisfying them. Her interpersonal and communication skills are outstanding and are always highly appraised by our staff and clients.

For further inquiry and verification, feel free to contact our office.



Sincerely Yours,

Ambias Salon & Academy

ATTESTED  
to be True Photostate Copy  
RAJNI BALA  
NOTARY, SUNAM (Pb.)

For Ambias Salon & Academy

Parvinder Kaur  
Prop.

15 AUG 2023



Ref. No. Asa-Sal-22

Dated 4-7-2022

To

Parvinder Kaur

Address: H.No.262, Ward No.8  
Preet Nagar Sunam, Sangrur  
Pin – 148028, Punjab, India.

Salary Increment



Dear Ms. Parvinder Kaur

We would like to congratulate you on the completion of one year with us. We are pleased to inform you of your salary increase of Rs. 1,500 from July 2022. We appreciate your hard work and dedication towards your work.

Best Wishes

Ambias Salon & Academy

ATTESTED  
to be True Photostate Copy

*Rajni Bala*  
RAJNI BALA  
NOTARY, SUNAM (Pb.)

15 AUG 2023

For Ambias Salon & Academy  
*Parvinder Kaur*  
Prop.

