



# AMENITY PUBLIC SCHOOL

(Affiliated to C.B.S.E. 10+2)

School Code - 81425 | Affiliation No. 3530193

6 K.M. Milestone, Kashipur Road, P.O. Danpur,  
Rudrapur (U.S. Nagar) Uttarakhand, Pin-263153  
Ph.: 05944-261805, 9219401867, 8057996444

## Subject: Job Offer Letter for the Graphic Designer

Dear Mr. Manish Sen,

Following your application for the position of **Graphic Designer** on 15 April 2023 and subsequent interview rounds at Amenity Public School, I am delighted to share that you have been selected for the post of **Graphic Designer, effective 3 July 2023, with a monthly salary of Rs. 25000/- (Twenty Five thousand rupees only)**. Other allowances include transport facility only.

Should you accept this offer, your Training cum Probation period shall start immediately and will last anywhere between 3 months to 12 months. Also, the probation period may be extended based on your performance.

You are required to **report to work on 3<sup>rd</sup> July 2023** as stated above, at **07:00 a.m.**

Congratulations!

Wishing you the best with your learning journey at Amenity Public School. We hope that with your willingness to learn, passion to educate and creativity, you prove to be an asset to the school and grow immensely.

You are required to accept this offer by **replying with acceptance within 48 hours of receiving.**

Looking forward to welcoming you to our school personally.

  
Indra Prapathi 18/5/23

(Principal)

Amenity Public School



# AMENITY SPORTS ACADEMY

To Whom It May Concern

This is to certify that Manish Sen S/O Tarun Sen is a presently employed with Amenity Sports Academy, Rudrapur, Udham Singh, Uttarakhand in the position of Social Media Marketing Manager, since 03 July, 2023.

Sincerely,  
(SUBHASH ARORA)  
Director

Amenity Sports Academy Private Limited 27/01/2024  
Director  
Amenity Sports Academy, Rudrapur

The Director  
Amenity Public School  
Rudrapur

**Date:** 3 February 2026

**Subject:** Resignation from the Post of Graphic Designer

**Respected Sir,**

I hope this message finds you well. I am writing to formally resign from my position as Graphics Designer at Amenity Public School, effective 3 February 2026.

Working at Amenity Public School has been a valuable and enriching experience. I am truly grateful for the opportunities I have had to grow both personally and professionally during my tenure. The support from the management, my colleagues, and the positive learning environment have made my time here truly memorable.

This decision has not been easy and comes after careful consideration of my personal goals. I assure you that I will fulfill all my responsibilities and do my best to ensure a smooth transition for my students and the department.

I kindly request you to please provide me with my relieving letter and any other necessary documents at the completion of my tenure.

Thank you once again for the trust and opportunity extended to me. I sincerely wish the school continued success and excellence in the years ahead.

Yours sincerely,  
Manish Sen *Manish Sen*  
Graphics Designer  
Amenity Public School



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05 February 2026


## TO WHOM SO EVER IT MAY CONCERN

It is to certify that **Mr. Manish Sen** has worked in this institution as a **Graphic Designer**,  
from 03 July 2023 till 03 February 2026.

During his working tenure he was found to be sincere and hard working.

He bears a good conduct to the best of my knowledge.

Wishing him good luck.

  
INDRA TRIPATHI  
(Principal)