



Retail-Outsource

Manpower and Customer Service Solutions

www.retail-outsource.co.uk

Phone: 02071124885

Email: support@retail-outsource.co.uk

Letter of Appointment

Date: 01.07.2022

Name: Anu Pillai

Address: Skyline ivy League, Cornell Tower 4f, Edachira P.O, Kakkanad 682030

Dear Anu

We take great pleasure in inviting you to be a part of Retail-Outsource

We are pleased to confirm that we would like to appoint you as **Process Associate – Client Operations**

Your date of joining would be: **01.07.2022**

You are to adhere to the following instructions.

Roles and Responsibilities:

- To work with our onshore client.
- To follow instructions and deliver as instructed by the client
- To be present and online during the working hours
- To strictly adhere to the company policy and the client policies
- To be a part of Retail-Outsource client support

Contract agreement:

You are not to disclose any client information or data to anyone unless requested by the client.

You are held responsible for any issues caused to the company or the client by you.

You are to follow protocol as per client agreement with Retail-Outsource.

You are to at all times be an employee of Retail-Outsource and is restricted to have out of business contacts with the clients.

You are not to disclose your salary or any other benefits provided to you by Retail-Outsource.

You are not entitled for leaves unless approved by your immediate manager with the permission of the client.

You agree to work in the timeslot provided by the client.

I agree to the above instructions and is willing to take responsibility for the position provided to me.

Sign:

Name: Anu Pillai



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Date: 28/06/2022