



04th November 2019

Asmita Agarwal

We are pleased to make you an offer of appointment as an **Operations Executive** in our organization Globtier Infotech Pvt. Ltd. You will be placed at our Noida office.

The following are the terms and condition of the appointment:

A huge congratulation to you!

You will receive Rs. 2,50,000 as your annual compensation.

Commencement Term:

- You are required to join our organization on 13th January 2020.
- You will be on probation for a period of 3 Months or such extended period as may be decided by the organization based on your performance during the probation.
- On satisfactory completion of probation period you will be confirmed in the services.

At the time of joining, carry the following documents (Photocopies) with you.

1. Id proof (Pan Card & Aadhar Card)
2. Education Certificates (10th, 12th, Graduation & Masters)
3. Cancelled cheque of bank account
4. 2 passport size photographs
5. Previous employer relieving letter

Regards,

HR Department

Globtier Infotech Pvt. Ltd

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly