



04<sup>th</sup> November 2019

Naman Saxena

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 13<sup>th</sup> 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 (10<sup>th</sup>, 12<sup>th</sup>, 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