

**Fwd: Employment Letter - Ashish Rai**

1 message

**Ashish Rai** <ashishrai.ms@gmail.com>  
 To: hanisha.c@invertis.org

Mon, Apr 4, 2022 at 10:36 AM

**From:** "iTech HR" <hr@itechecommerce.com>  
**To:** arai@itechecommerce.com  
**Sent:** Thursday, March 24, 2022 11:51:02 AM  
**Subject:** RE: Employment Letter - Ashish Rai

Dear Ashish,

We are glad to extend you the position of **Accounts manager Sales** in **iTech Ecommerce Pvt. Ltd.- Channel Partner Alibaba.com** at our **Noida** based location.

Your **CTC** shall be **INR 20,500 p.m.** (INR 2000 Reimbursement Included)+ **variable based incentives** also, you will be on the probation of Six months from the date of joining, further to that we shall consider you to be a confirmed employee through a formal intimation.

Employment can be terminated during the probation of an employee either side by giving 1 day notice.

Date of Joining is **1st March, 2022** i.e. **Tuesday**.

The following documents are required to be produced at the time of joining. Originals are to be carried for verification purposes. One copy of self-attested documents & 5 passport size recent colour photographs needs to be submitted. **Also revert us back with the soft copies of the below mentioned documents on the same email.**

1. PAN Card.
2. Aadhaar Card
3. Education Certificates.
4. Cancelled Cheque/Bank Details (which includes Bank Name, Account Number, IFSC Code, Branch Address).

Please reply back to this mail with the confirmation of your acceptance within 24hrs

**Looking forward to work with you.**

  
 Director Corporate Relations  
 Invertis University  
 Bareilly

  
 Registrar  
 Invertis University  
 Bareilly

**Regards,**

**Ritika Sachdeva**

**HR Generalist**



**iTech Ecommerce (Business Partner [www.alibaba.com](http://www.alibaba.com))**  
**A-5, 1<sup>st</sup> Floor , Sector 4, Noida-201301, Uttar Pradesh, India**  
**Tel: 0120-4509857 ( 09:30 am to 06:00 pm)**  
**Email: [ritika@itechecommerce.com](mailto:ritika@itechecommerce.com)**  
**Web: [www.itechecommerce.com](http://www.itechecommerce.com)**

**From:** [hr@itechecommerce.com](mailto:hr@itechecommerce.com) [mailto:[hr@itechecommerce.com](mailto:hr@itechecommerce.com)]

**Sent:** 26 February 2022 12:14

**To:** [ashishrai.ms@gmail.com](mailto:ashishrai.ms@gmail.com)

**Cc:** 'Sarathi Prasad Gouda'

**Subject:** Employment Letter - Ashish Rai

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Ritika Sachdeva

HR Generalist



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*SPI*  
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