

To,  
**KHAN FARDEEN ATHAR ALI**

Date: - 4<sup>th</sup> March 2022

**Sub: OFFER LETTER**

Dear Fardeen ,

With reference to your application and subsequent interview, we are pleased to offer you employment with **Geetanjali Homestate Pvt Ltd.** as **Business Development Executive.**

**Joining Date & Job Location**

You are required to join **on or before 10<sup>th</sup> March 2022** at our **Gurgaon** office :- Office No. 1017, 10th-Floor, Tower B, DLF Corporate Green Golf Course, Extension Road, Southern Peripheral Rd, Sector 74A, Gurugram, Haryana 122002 or Loft, Next to RYU, 32nd avenue NH-8, Sector 15 Part 2, Gurugram, Haryana 122001. If failing, the offer shall stand canceled.

**Documents required at the time of Joining**

You are requested to submit us the following below mentioned documents to enable us to complete the formalities:

- Copy of Xth Marksheet and certificate
- Copy of XIIth Marksheet and certificate
- Copy of Graduation marksheet and certificate
- Copy of Post-Graduation marksheet and certificate
- Offer letter of all previous employers.
- Appointment letter of all previous employers.
- Last Increment letter of last employer.
- Relieving letter of all previous employers.
- Permanent and current address proof.
- Copy of Pan Card
- Copy of Driving License, Passport, Adhar Card and Voter ID.
- 4 Passport size photographs.
- 2 Reference checks (from unrelated persons)

  
Director Corporate Relations

Registrar  
Invertis University  
Bareilly

### Salary Details

Your yearly salary will be **Rs. 4,00,000/- (Rupees Four Lac Only)**. The *Detailed appointment letter* will be issued to you after your joining.

### Training & Probation Period, Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

### Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We take this opportunity to extend you a warm welcome to GEETANJALI Family and wish you all the best in your new assignment.

Yours Sincerely,

**For and on behalf of Geetanjali Homestate Pvt Ltd**



Authorized  
Signatory


I hereby agree to and accept the terms of employment offer and shall report for duty on the \_\_\_\_\_

Signature

Name :

Date:

Registrar  
Invertis University  
Bareilly

  
Director Corporate Relations