



## Employment Letter - Manvi Chaudhary

1 message

Sat, Feb 26, 2022 at 12:11 PM

HR iTech <hr@itechecommerce.com>  
 To: manvichoudhary.719@gmail.com  
 Cc: Sarathi Prasad Gouda <sarathi.g@invertis.org>

Dear Manvi,

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

Your **CTC** shall be **INR 18,500 p.m.** 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).

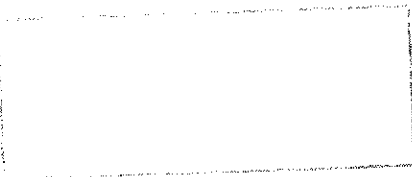
Please reply back to this mail with the confirmation of your acceptance within 24hrs.

Looking forward to work with you.


Regards,

Ritika Sachdeva

HR Generalist




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