

Fwd: Employment Letter - Riya Garg

1 message

Mon, Apr 4, 2022 at 12:25 PM

RIYA GARG <riyagarg0225@gmail.com>
To: "hanisha.c@invertis.org" <hanisha.c@invertis.org>

With greetings of the day!
Here's my Offer Letter

Riya Garg

----- Forwarded message -----

From: **HR iTech** <hr@itechecommerce.com>
Date: Sat, Feb 26, 2022, 12:14 PM
Subject: Employment Letter - Riya Garg
To: <riyagarg0225@gmail.com>
Cc: Sarathi Prasad Gouda <sarathi.g@invertis.org>

Dear Riya,

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

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

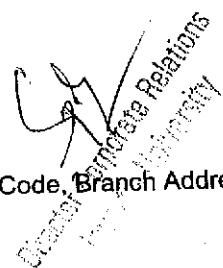
Please reply back to this mail with the confirmation of your acceptance within 24hrs.

Looking forward to work with you.

Regards,

Ritika Sachdeva

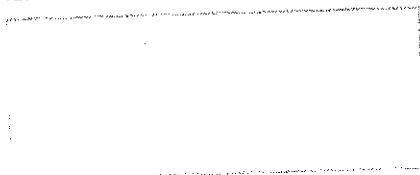
HR Generalist



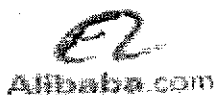
Registrar
Invertis University
Bareilly



Registrar
Invertis University
Bareilly



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



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Signature
Director Corporate Relations
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