

To **Abhijeet Singh**

Date: 10th April, 2023

Sub: Letter Of Intent

Dear **Abhijeet Singh**,

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

Joining Date & Job Location

You are required to join **on or before 12th April 2023** at **16th Floor, Tower C Bhutani Alphathum Sector 90 Noida.** 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)

Geetanjali
Invertis University
Bareilly

S. Singh
Director Corporate Relations
Invertis University
Bareilly

Salary Details

Your Monthly salary will be **Rs. 22,000/- (Rupees Twenty Two thousand 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.

You are responsible for lining up 8-10 meeting in a month

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 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

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
Invertis University
Bareilly

Geetanjali
Homeslate Pvt Ltd
Tradition of Trust

Geetanjali
Homeslate Pvt Ltd
Bareilly

[Signature]
Director Corporate Relations
Geetanjali
Homeslate Pvt Ltd
Bareilly