

corporate infotech
private limited

Ref. No:- CIPL/19-20/LH/001

HEAD OFFICE:

E-81, Sector-6, Noida, Uttar Pradesh - 201301

☎ {0120} 2424 222, 2425 222/333/444/555/666

REGD. OFFICE:

A-16, Jangpura Extension, New Delhi-110014

☎ {011}2437 1666/3777/1888

CIN : U72900DL2007PTC162708

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☎ Toll Free: 1800 11 6474

Offer Letter

Date: 11/09/2023

Dear **Gaurav**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the role of **HR**. You are advised to report for duty at 28/09/2023 , **at our (client site/ Head office located at E-81 Sector 6 Noida.)**

Further, the HR Team will be helping you in the Onboarding process.

You are further advised to bring the following documents in original at the time of joining for verification and photocopy of the same for submission.

Proof of Age / Xth Class certificate indicating your date of birth.

All original education certificates (including technical qualifications) along with photocopies.

Proof of Identity and address proof. worked

2 Passport Size Photographs.

Copy of Last Salary Slip (3 Months) if any or bank statement.

Experience Letter / Relieving Letter / Resignation Acceptance Letter from Last Organization.

NOTE: In case of any deviations in the information provided by you or If you do not report to the office the offer will automatically stand canceled. This offer is withdrawn if not accepted by the Month Date, Year (24 hours), or the end of the day.

You will be on a probation period of 6 months and your notice period during the probation period will be of 2 months (60 Days) before terminating the employment contract with **Corporate Infotech Private Limited**.

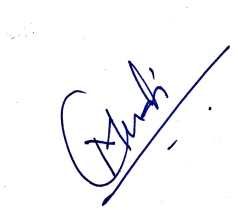
Your CTC will be Rs 100000 Per Annum, with a Gross Amount of Rs. 0 Per Month (that is subject to the Tax Deduction as per Income Tax Law). Any statutory benefits like PF, ESI, Bonus, etc. (if applicable), will be

paid/deducted as per policy.

Your compensation details are personal and strictly confidential to you only.

We are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant, and fulfilling.

For Corporate Infotech Private Limited.



Signing Authority

AGM - Talent Acquisition

Acceptance of Offer

Name:

Signature:

Date:



YOUR ONE STOP TECHNOLOGY DESTINATION