



**Date: 07.08.2025**

**Offer Letter**

**Dear Akshma Jangra,**

This has reference to your subsequent interview with us. We have great pleasure in offering you an appointment as **"Website Development Executive"** with **Squib Factory Pvt. Ltd.** on following terms:

**Preferable Date of Joining: 11 August, 2025**

Please note the offer will be withdrawn, in case you do not notify a delay in joining or we are unable to agree to an alternate joining date. Your appointment will totally be subject to the reference check.

**Probation Period:** You would be on probation for a period of 3 months. Your confirmation would be done after your performance, if found satisfactory.

**Place of work: Remote**

**Transfers:** You may be transferred to any of our other office whether at present existing or which may be set up in the future at any time and at any place, within and outside India. On such postings you would be governed by the terms and conditions of service applicable to your category of staff employed in the unit.

**Increments and promotion:** - You may be granted increments and promotion solely on the basis of performance and merit and at sole discretion of the company.

**Certification:** - In case of certification failure, company is not liable to pay any salary for the training period.

**Rules and Regulations:** You will be subjected to rules and regulations of the company, as may be in-force from time to time at the place where you may be working.

**Parallel Employment:** You will devote your entire time of work to the company and will not undertake any commercial activities while you are employed with **Squib Factory Pvt. Ltd.**

**Notice Period:** Maximum up to 30 days' notice period could be required to serve in case you decide to leave the organization.

**Misconduct:** In case you are charged for misconduct/fraud during your service with us, you will be suspended for such period as the management may deem fit. If the charges against you are proved, your service would be liable for dismissal forthwith, notwithstanding any clause of this letter.

If at any stage of your tenure of your service, it is found that-



Aggarwal Corporate Heights,  
Netaji Subhash Place, New Delhi-110034

contact@squibfactory.com



Any particulars or details furnished by you are incorrect and/ or this agreement of service has been obtained by misinterpretation of facts; or you have indulged in misrepresentation while dealing with customers; or the client has complained against you or your performance, your services shall be terminated without any notice or compensation.

### Annexure

SALARY ANNEXURE		
Name: Akshma Jangra	Location:	Remote
Designation: Website Development Executive	Company:	Squib Factory Pvt. Ltd.
Date Of Joining:	11 August, 2025	

Components	Per Month	Per Annum
COMPUTATION		
Basic	16,500	1,98,000
House Rent Allowance	9,900	1,18,800
Conveyance Allowance	3,300	39,600
Medical Allowance	1,650	19,800
Other Allowances	1,650	19,800
Total CTC	33,000*	3,96,000*

\*Tax will be deducted as per government norms.

Note: Gratuity will be paid as per payment of gratuity act 1972.



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**DOCUMENTS REQUIRED AT THE TIME OF JOINING**

We request you to submit the following documents at the time of your joining, as they are mandatory for our records and are necessary for the completion of joining formalities-

1. All Professional Qualification(s) certificates.
2. Residence proof (Rent Agreement/Electricity Bill)
3. Identity Proof (Driving License or Passport or Voter card)
4. Aadhar Card
5. Pan Card
6. Last three month Pay Slip received.
7. Relieving Letter and Appointment Letter from previous employer.
8. Experience letter from previous employer.
9. Passport size photographs
10. Cancelled Cheque (for transfer of salary during probation)

**Acceptance:** I have clearly read this letter and fully understand the terms and conditions of my employment and I accept the same without any reservations.

Date:09/08/2025

Akshma Jangra  
Signature of the candidate



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