



Dear Bharath Kumar,

Welcome to ACME Global Hub Pvt. Ltd (here in after referred to as “ACME Global”). We are glad to have you with us and look forward to a long and mutually rewarding association.

As a part of our commitment to providing you with the necessary tools and resources to perform your job effectively, we have recently provided you with a new laptop.

In order to ensure that our records are up to date, we kindly request that you acknowledge receipt of the laptop by filling the details as required in Annexure A.

After filling the details kindly sign and share copy of it for our records.

Thank you for your cooperation and understanding. We appreciate your efforts and look forward to your continued contributions to the success of our organization.

Best regards,

ACME Global Hub private Limited

DocuSigned by:
SBC UP
Accounts Department

ANNEXURE A

Particulars	
Name of the Employee	
Designation	
Employee Code	
Date of Joining	
Date of receipt of Laptop	
Laptop Company Name	
Serial Number	
Whether the laptop received in good condition?	
Model Number	
Core of the Laptop	
Screen Size	
RAM	
Storage Capacity	
Processor	
Whether Bag, Mouse, Charger has been received or not?	

I hereby declare that the information which is provided is true to the best of my knowledge. I assure that all the information provided in this declaration is accurate and complete.

Signature,
