



IBM

Pune

GST: GSTIN123456

July 7, 2025

APPOINTMENT LETTER

Dear **Saurabh Ganjale**,

We are pleased to offer you the position of **DIGITAL MARKETING INTERN** at **IBM**. This letter confirms your appointment and outlines the terms and conditions of your employment.

Position: DIGITAL MARKETING INTERN

Department: Engineering (Development)

Start Date: 01-06-2025

Reporting To: [Manager Name]

Working Hours: [Working Hours]

Salary: 120000

Probation Period: [Probation Period]

Your employment with us will be governed by our company policies, procedures, and regulations, which may be amended from time to time. Please note that this offer is contingent upon the successful completion of your probation period.

We look forward to welcoming you to our team and wish you a successful career with us.

Sincerely,

Gautam Rana

[Signatory Title]

IBM

