



## APPOINTMENT LETTER

Date: 24/2/2026

To,  
PAWAN GARG  
1200

Subject: Appointment as manager

Dear PAWAN GARG,

We are pleased to appoint you as manager in the OPERATION Department with effect from 01-04-2026.

You will be posted at SAMA. Your monthly salary will be ₹12000 CTC.

### TERMS & CONDITIONS:

1. Employment is subject to document verification.
2. You must follow all company rules and policies.
3. Notice period is 30 days from either side.
4. Confidentiality must be maintained.
5. Company may terminate employment for misconduct.

Please sign and return this letter as acceptance.

For HR Closing Circles Pvt. Ltd.



Authorized Signatory