



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 1026-04-01 at SAMA.

Your monthly consolidated salary shall be ₹12000 CTC subject to statutory deductions as applicable under law.

TERMS & CONDITIONS

1. Your employment is subject to satisfactory verification of all documents submitted by you.
2. You shall devote your full time and attention to the duties assigned by the Company.
3. You shall comply with all rules, regulations and policies of the Company.
4. You shall maintain strict confidentiality of Company information.
5. Either party may terminate employment by giving 30 days written notice.
6. The Company reserves the right to terminate employment without notice in case of misconduct.
7. This appointment is governed by the applicable labour laws of India.

Please sign and return a copy of this letter as a token of your acceptance.

We welcome you to HR Closing Circles Pvt. Ltd. and wish you a successful career.

For HR Closing Circles Pvt. Ltd.



Authorized Signatory

