

## GT Technovation

Empowering Future Tech Leaders

[Email: [info@gttechnovation.com](mailto:info@gttechnovation.com) | Website: [www.gttechnovation.com](http://www.gttechnovation.com)]

Date: 03 Nov 2025

To,

**Mr. Priyanshu Rose**

priyanshuchoudhary0612@gmail.com

**Subject:** Offer of Employment for the Position of Human Resources (HR) Manager

Dear Priyanshu,

We are pleased to offer you the position of **Human Resources (HR) Manager** at **GT Technovation**. Based on your skills, attitude, and commitment, we believe you will be an excellent addition to our team and contribute to our mission of empowering students through remote internship opportunities and learning initiatives.

### 1. Position Details

- Job Title:** Human Resources (HR) Manager
- Employment Type:** Full-Time
- Work Mode:** Remote
- Department:** Human Resources
- Reporting To:** Director – GT Technovation
- Joining Date:** 05 Nov 2025

### 2. Roles & Responsibilities

As an HR Manager, your key responsibilities will include (but are not limited to):

- Managing the recruitment, onboarding, and evaluation of interns and employees.
- Designing and executing internship programs.
- Maintaining employee and intern records.
- Handling HR policies, communications, and team engagement.
- Coordinating with department heads for smooth operations.



### 3. Compensation & Benefits

- Monthly Stipend/Salary:** Based on Performance
- Payment Cycle:** Monthly
- Other Benefits:** As per company policy.

### 4. Terms of Employment

Your employment will be governed by the policies and procedures of GT Technovation. You will be expected to maintain confidentiality of all company-related information and uphold the values and integrity of the organization at all times.

### 5. Acceptance of Offer

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

We are excited to welcome you to our growing team and look forward to working together in creating meaningful learning experiences for our interns.

Warm regards,  
**Prince Tiwari**  
Founder & Director  
**GT Technovation**

#### Accepted by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_