

# SPIRALE HR SOLUTIONS PVT. LTD.

(Formerly Spirale India Solutions)

The Complete Recruitment Solutions

## Offer Letter

**RefNO: SHSPL/25/7863290**

Date: 02-Jun-2025

**Dear Pooja Sharma,**

We are pleased to offer you the position of HR Manager at SHSPL. Your skills and enthusiasm align perfectly with our goals, and we are excited to have you join our team

**Position Details:**

**Designation:** HR Manager

**Joining Date:** June 02, 2025

**Probations Period:** 03 Months

**Location:** Remote

**Working Days:** Monday to Saturday

**Salary:** 2.4 LPA CTC.

You will be on the probation for 90 days of services with the Company. The Company reserves the right to waive, reduce or extend the probation period at its discretion subject to a maximum extension of three additional months. Any Confirmation of your services will be in writing.

- There are no leaves allowed during probation period and you have to be present on regular basis.
- You will be required to comply with all such rules and regulations as the Company may frame from time to time.



**ADDRESS.**

2nd floor, B-25 sector-64 Noida U.P



**CONTACT.**

1204099066



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[www.spiralegroup.com](http://www.spiralegroup.com)

- You will not engage yourself in any work or profession paid or unpaid or study course either fulltime or part time without prior written permission of the management.
- You will neither take any type of intoxication while you are in office premises nor come to office in intoxicated state.
- You may be terminated if any declaration given or furnished by you to the Company in any document submitted for employment proves to be false or if you have willfully suppressed any material information.
- If you are taking any kind of leave from the organization, then you to inform the concern person at least 48hrs ago for the approval.

You will be eligible to the benefits of the Company's Leave Rules on your Please signed this copy, as a token of your having read and understood the terms and conditions of your appointment completely and accepted.

We welcome you to the SHSPL. And look forward long and fruitful association for mutual benefit. We wish you the very best of luck and success.

**With best wishes For**

**HR Director**

**Spirale Hr Solutions Pvt. Ltd.**

**Authorized Signatory**

**Offer Acceptance:**

**Employee Name:**

**Date:**

**RefNo: SHSPL/25/7863290**

**Signature:**



**ADDRESS.**

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