

29th January 2025

To,

Ms. Sagun
D/O Mr. Rakesh Kumar
Gali no. 03, G-block, Saroop Nagar,
Delhi- 110042

Letter Of Intent

Reference your interview with us, the management is pleased to offer you the Position of " **Business Development Executive**" at a monthly Pay of **Rs.19,000 (90%Fixed+10%Variable)** with our organization to be based at **Prashant Vihar**. We trust that with your knowledge, skills and experience, you will contribute, add value and grow to be a valuable asset to the organization. We welcome you aboard and wish you success in your career with us.

As per terms discussed, a formal Appointment Letter will be issued on your joining our organization which will be on **24th January 2025**. Please submit the following documents, on the date of joining:

Photo Identity and Address Proof (both present and permanent residences)


- Certificates of all Educational Qualification
- Experience Certificates and Relieving Letters from all previous employers
- Adhar card and PAN card copy
- Scan copy and hard copy of passport size photograph

Kindly note this offer is subject to you furnishing the above-mentioned supporting documents and affirmative reference check responses. In case you fail to do so or if we find any of the documents submitted are false then this offer will immediately become invalid and stands withdrawn.

Sincerely,

For Globedwise Private Limited

GLOBEDWISE PRIVATE LIMITED


Joginder Singh
(Director)

Sagun