



GLENTech VENTURES PRIVATE LIMITED

Unit No. B-912A & 920, 9th Floor, Tower-B, Advant Business Park, Plot No. 7,
Sector – 142, Noida, Gautam Buddha Nagar, Uttar Pradesh-201305
PH: +91 8527999061, Email: info@glentech.co, www.glentech.sg

Date: 12/ March/ 2025

To,
Mr. Ajay Kumar Singhal
New Ashok Nagar, Delhi

Offer Letter

Dear Mr. Ajay,

This has reference to your application and subsequent discussion with us.

We are pleased to offer you an appointment in our organization on the terms and conditions as have been mutually agreed.

You are advised to join us on or before **March 17, 2025** on the position of "Accounts Manager" with offered annual package of Rs 10,80,000/- (Rupees Ten Lakhs and Eighty Thousand). Please note that you will receive your salary & emoluments subject to and after, deduction of Tax or any in accordance with all applicable law in force at the time.

In case of failure to join on or before the stipulated date, this offers letter will automatically stand withdrawn and cancelled without any reference to you. This offer is subject to verification of references and if found contrary to your declaration, this offer letter shall be withdrawn or in case you have already joined, the service contract shall stand terminated.

Please bring along with you the following Copy of documents at the time of joining:

- Accepted and Signed copy of this offer letter.
- Recent passport size photographs – 1 Nos.
- Copy of certificate in of Date of birth, Education & Professional Qualifications,
- Copy of Past experiences including relieving letter from your last employer
- Copy of Last Three-month Salary slip with same Bank Statement.
- Copy of PAN card, Aadhar Card for Bank Account opening/ Cancelled Cheque.

You shall be on Probation for a period of Six (6) months from the date of your joining. During probation the company can terminate your services any time without prior notice. However, if you want to leave, you will be required to give one-month prior notice to facilitate smooth transition and hand over of your charge. After confirmation, both the parties can terminate the employment by giving one-month prior notice or salary in lieu of the same.





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Your services can be terminated without any prior notice in case of your involvement in any financial irregularities, gross indiscipline, acting in deceitful manner, leaking of business leads or confidential information.

We welcome you to Glentech Ventures Pvt Ltd. and hope we will have a happy association. Please sign the duplicate copy of this letter in token of your acceptance and return the same to us.

For Glentech Ventures Pvt Ltd.

Thanking you!

For Glentech Ventures Pvt Ltd

Authorised Signatory

