



Add: F3, 1st Floor, Eternity Mall, Near Teen Haath Naka,
Thane (W) 400604 ☎ : 022 92226 92226
✉ : info@intechonline.net 🌐 : intechonline.net

Dear Ms. Tanuja Patil

Greetings of the Day!!

With reference to your subsequent Interview you had with us in our Thane Office for IJP (Internal Job Posting) into Intech Online private limited, we are glad to inform you that you have been selected for the post of CRM Executive.

Your shifting date will be on 05/02/2021.
Location – Thane.

Date: 23/02/2021

Ref Id : FO / HR / TP / 2021 / CRM
Date : 23/02/2021

Ms. Tanuja Patil

IJP- Intech Online Private Limited.

Dear Ms. Tanuja

With reference to your subsequent interview you had with us, we are pleased to offer you the position of CRM Executive with the following broad terms & condition:-

- 1) Your joining will be on 05/02/2021 and your place of work will be Thane.
Intech Online Private Limited.
Contact Person: Mr. Sushil Bhatia / HR - hr@intechonline.net
- 2) You are been shifted from Tech Support Dept to CRM Dept. Under the Internal Job Posting.
- 3) You will be paid Salary of as per current appraisals & increments as mutual discussion and as agreed upon.
- 4) This offer is valid up to offered of joining as per clause no 1.
- 5) All the rules / regulations & policies remains same as given in the appointment letter of Intech Infratel Private Limited.
- 6) You are requested to submit copies of the below mentioned documents as the time of your joining:
 - All educational certificates.
 - Driving License / Voter ID / Passport Copy
 - Pan Card
 - Adhaar Card
 - Residence Proof: Electricity bill / Telephone Bill / Ration card.
 - Relieving letter and salary certificate from the previous employer.
 - Four passport size color photographs
 - Medical fitness certificate (through approved medical practitioner MBBS & above)

Note: The above documents / testimonials should be handed over at the time of joining, failing which you will not be allowed to join the organization.

As a new entrant, we would like you to whole-heartedly internalize and uphold the spirit of Intech Online Private Limited.
Stability, Integrity and Quality in Every Project...

Yours Truly,

For, Intech Online Private Limited.

Sushil Bhatia

HR / Admin Manager

