

# LETTER OF INTENT

Dear Ganesh Singh,

Date: 02 Dec 2024

This is with reference to your application for employment and the subsequent interview you had with us. We are pleased to select you for the post of **TECHNICAL ENGINEER** effect from **DOJ 12-03-2024** and located at our client **Hitachi Systems India Private Limited - Noida**

**Your Monthly Net Take Home would be Rs.30700/**

Please click on the link and download the "Digitrac" application. Kindly sign up with your registered mobile number to access the application.

<https://play.google.com/store/apps/details?id=com.innov.digitrac&hl=en-IN>

Instruction:-

1. Go to Play store
2. Download DigiTrac Application (Android Users Only)
3. Login with registered Mobile number
4. you will get OTP
5. capture your DOJ, Designation, Joining Location, Profile picture
6. Move on to onboarding (Digi-onboarding)
7. KYC - Add (or you can view the same if already added)
8. Kindly fill Family Details, Education Details, Work Experience (if any), EPF Details, ESIC details, Document Details, Bank details, Reference Details, Acknowledgement.
9. It completes your Joining formalities.

Also, you can edit your Profile details (basic details and check on your offer letter, Payslip, Insurance details, etc) On receipt of your documents, your official Work Assignment Letter will be issued to you.

Thanking you, Yours Truly

For **Innovsource Services Private Limited**



Authorized Signatory      Acceptance

Employee's Signature

**Innovsource Services Private Limited**

Regd. Off.: A 2, Kailas Industrial Complex, Park Site, Vikhroli (W), Mumbai 400 079, India  
Tel: +91 22 4218 0000 | [www.innov.in](http://www.innov.in) | [info@innov.in](mailto:info@innov.in)