



Syneteca Engineering solution Pvt Ltd

Dear
Aniket Bimrao Gujar

We are delighted to offer you the role of a **Site Supervisor** at Syneteca Engineering solution Pvt Ltd pune 411027. We believe you will play a key role in ensuring our projects are completed safely and efficiently.

These are the key responsibilities you will be carrying out as a site supervisor:

Coordinating with engineers to ensure adequate manual workers, raw materials, and equipment are available for smooth operation.

- Track project progress and ensure timely delivery.
- Ensure safety and legal protocols are followed at all times.
- Work with clients and update them on the progress made. Moreover, you will be addressing any problems or modifications the clients would ask for.

Your date of joining is 16/06/2025, and your regular working hours will be from 9:30 am to 5:30 pm, Monday through Friday. You will be reporting to regarding any updates.

Your primary work site will be at [Unit No. 14,3rd floor, Ganeshyam 'D' Commercial Building, Pimple saudagar, pune 411027 . Please note that access is throughand you will need to check in with security upon arrival.

This is a full-time position, and you're required to work 40 hours per week. You will be on a probationary period of [duration], during which your performance will be evaluated.

On 16/06/2025 of each month, you will be paid a salary of 15000, subjected to taxes.

These are some of the additional employee benefits you will be receiving during your time at Syneteca Engineering solution Pvt Ltd.

- Health insurance coverage
- Retirement funds
- EPF
- 20 annual paid leaves

While working at Syneteca Engineering solution Pvt Ltd., you might come across several sensitive client and company information. It is essential that you do not disclose any sensitive information to unauthorized parties. In case of a security breach, you would either be suspended without pay or the contract would be immediately terminated.

Your employment may be terminated for reasons including gross misconduct, failure to meet performance expectations, or violation of company policies. Either party may terminate this

employment agreement by providing [number of weeks] notice in writing.

Kindly accept this offer letter by [date and time] to confirm your acceptance of this position.

In case of further inquiries, you can contact [HR information] through

We are delighted about having you on our team and look forward to your contributions.



Retesh Patil

CEO

Syneteca Engineering solution Pvt Ltd

Acceptance of Offer:

I, Aniket Bhira Gujar, accept the terms and conditions mentioned in this offer letter.

Date: 16/06/2025