

Ref: MLL/NSK/HR/2019/06/202129

17/08/2019

Confidential

Sakshi Kesharwani
10/10 C, Sadar Bazar
Sagar, Madhya Pradesh.
Mob No-8770792286

Dear Sakshi,

Sub: Letter of Intent.

This has reference to your application form and the discussions we had with you. We are pleased to offer you the position of **Associate -Trainee in Production Department at Level 30** in our organization, on the following terms and conditions:

1. Your gross remuneration will be **Rs 375000/- (Three Lakh Seventy Five Thousand Only)** per annum (inclusive of all annual and statutory benefits).
2. You will be under Training for 12 months.
3. If you intend to leave the services of the company, you have to give 90 days prior notice in writing or Notice Pay in lieu thereof and vice versa, which may be modified and the same will be notified.
4. You will be posted at **Nashik**.
5. A formal letter of appointment will be issued at the time of joining.
6. You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
7. You are required to sign a separate confidentiality agreement with the company, which will form part of this appointment letter.
8. You are requested to undergo pre-employment medical check-up, which will be conducted either by the company or by an individual.
This offer of appointment is subject to your medical fitness.
9. You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty:
 - a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
 - b. Educational Qualification Certificates.
 - c. Relieving letter from the previous employer and all experience certificates
 - d. Form No.16 from the previous employer.
 - e. Salary Slips of last 2 months.
 - f. Two reference letters (from previous employer).
 - g. Passport / Driving license, Aadhar Card and PAN card copies.
 - h. Three pass port and four stamp size photographs. Stamp size photographs of dependents – Two each (dependent – parents, spouse & children).

We request you to join the organization at the earliest, however not later than **16/09/2019**.

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining the organization.

We look forward to having you in our team.

Please confirm your acceptance on or before 27/08/2019 otherwise your offer would stand void.

Thanking you,

Yours faithfully,

For MYLAN LABORATORIES LTD

Dr. N Mallikharjun Rao

I accept the above term