

REF. No.:- CIPL/HO/2023-24/074

Date :- 13th September, 2023.

To
MR. SUDIP MONDAL
Laskabandh, Natundanga,
Paschim Bardhaman, Pin - 713381.

Caplet

CAPLET INDIA PRIVATE LIMITED

An ISO 9001:2015 & GMP Certified Company

Manufacturer Of Pharmaceutical Products

Regd. Office:- 937, Lake Town, Ground Floor, Block-A, Kolkata-700089.

Tel. Nos.: 033 2521 4802 / 2521 8090 / 2521 3685

Email: accounts@capletindia.com

Works:- Rekjuani, Rajarhat, 24 Parganas (North), Pin: Kolkata-700135.

Corporate Office:- 207, Lake Town, 1st Floor, Block-A, Kolkata-700089.

Tel. No. 033 2534-3686 ; Email: corporate@capletindia.com

Website: www.capletindia.com CIN- U24119WB1984PTC037659

SUB:- PROBATIONARY OFFER LETTER

Dear Mr. Mondal,

In response to your application dated - Nil and the subsequent interview as on 08.09.2023, Management has taken decision to appoint you for the post of "TRAINEE QUALITY CONTROL OFFICER" at our Factory with a Gross Salary of Rs. 15,000=00 (Rupees Fifteen Thousand only) per month basis. You will get EPF & ESI benefits from joining month. Your EPF, ESI and P. Tax will be deducted from your salary per month as per norms.

You are hereby informed to join in our Organization with effect from on or before 19th September, 2023 at 09:30 am and report to Mr. Sandip Chaudhuri (General Manager - Works) at our Factory - Majherait, Rekjuani, Rajarhat, Kolkata -700135, North 24 Parganas.

You will be under probation for 12 (Twelve) months. After completion of your probation period the Management will decide to select you as a Permanent Staff depending on your Attendance, Job Responsibility, Performance, Behavior, Discipline etc.

If you are desirous to leave the service of the Company, you have to give one month notice in advance in writing to the Company otherwise your stipend will be deducted for the specific one month of your resignation. Further you have to update your pending jobs within notice period and to be submitted to your Superior Departmental Head before leaving our company.

You shall be deemed to be under suspension if you have any connection with criminal case, taking illegal gratification, causing loss of company's property, misappropriation of company's money, any anarchy etc. under company's jurisdiction Company will take legal action against you as per law.

In the event of the employee being medically unfit to carry on the duties assigned to him/her, the company may terminate / adjust the services in any other department as deemed fit to the management.

In case of insubordination / dereliction of duties, abusive and unparliamentarily behavior, the company may terminate the services of the employee with immediate effect along with the exercise of legal actions available to the management, either or both of it.

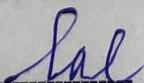
Please note, you have to submit self attested photo copies of your identity proof, Adhaar Card, one copy passport size photo, testimonials and certificates, Medical Fitness Certificate, Bank details, previous employment salary drawn Pay Slip & No Objection Certificate (N.O.C.) etc. to HRD. Dept. at our HEAD OFFICE (252, Lake Town, Block - B, Kolkata -700089) before joining.

Wish you all round success in life and happiest association with our Organization.

Thanking you,

With best wishes,

For : CAPLET INDIA PVT LTD


(DIRECTOR)

Copy - Personal File / HRD. File