

Mr. SHOAIB AKHTAR
Giridih, Jharkhand, 815315

Ref: LC/HR/LO

02nd April 2024

Dear SHOAIB AKHTAR,

LETTER OF OFFER

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Executive - Customer Relationship**” in our **Durgapur** Location in a CTC of **Rs. 327876/-** (Rupees Three lakhs Twenty Seven Thousand Eight Hundred and Seventy Six Rupees Only) p.a and other benefits mentioned below. The formal Letter of appointment shall be issued at the time of your joining duty.

- * You will be eligible for a Company sponsored domestic (within India) trip to the Company chosen destination per year upon achieving the assigned target or as per the qualification criteria prescribed by the Company from time to time
- * You will also be eligible for a Company sponsored international trip per year to the Company chosen destination per year upon achieving the assigned target or as per the qualification criteria prescribed by the Company from time to time. If this trip gets cancelled for no fault from your side, then the Company shall compensate you with a cash benefit of Rs.50,000.
- * On completion of the probationary period, you will be eligible for a Group Mediciclaim (GMC) of Rs 2,00,000 as per the GMC terms and conditions.
- *Group Personal Accident Policy will be effective from your date of joining.

You are requested to join the organization on or before **03rd April 2024** failing which this letter of offer stands cancelled.

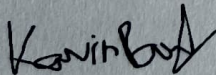
You are requested to send a reply email as token of acceptance of this offer

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Resignation acceptance and / or relieving letter from the previous employer
2. Salary Slips of last three month's
3. Self-attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
4. Certificates of previous training programs / conferences/seminars attended.
5. ID Proof (PAN, Aadhar card & Passport (if available) to be submitted.
6. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
7. Four Passport size photographs.
8. Offer Letter signed copy.

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited



Kavin Paul

Head HR – Human Resources