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2018

Ref No: MAN/015/17-18

Date: 01/03/17

To,

Mr. Pradip Kumar Ghorui,

Vill. & P.O. - Jujersha,

P.S. Panchla, Dist. - Howrah,

West Bengal - 711302.

Letter of Offer

Dear Mr. Pradip,

This refers to your application and subsequent interview you had with us. We are pleased to offer you the post of "MSR" with Manford Pharma Pvt. Ltd., on the Terms & Conditions as discussed and agreed upon during the interview. Your H.Q. will be "Park Circus". You will be paid a Consolidated Salary of INR 10000/- per month. However, your services may be transferred anywhere in India or outside India to any unit, branch office, establishment of the company or any other company in its group as per exigency of the requirement at the sole discretion of the company.

You will be required to submit the following documents with the acceptance of the Offer Letter:

- a. Proof of Address
- b. Copy of Educational Certificates
- c. Copy of Employment Certificates
- d. Acceptance of Resignation from Last Employer
- e. Pay Slip for the last 3 months of last employer
- f. 2 Passport Size Photographs

It is also informed to you that all the documents mentioned above should reach us within 10 working days, otherwise the same will be treated as cancelled.

Please sign and return the duplicate of this letter as a token of your acceptance.

We welcome you to the Manford family and look forward to a rewarding association!

Thanking you,

Yours faithfully,

*Jayanta*  
Manford Pharma Pvt. Ltd.

HR Executive