39

MACLEODS

MAC/OFF/SK/03673/18
20/09/2018
Ms PUSHPA GUPTA

Dear Ms PUSHPA GUPTA

This has reference to your application and subsequent personal interview you had with us. We are pleased to offer you the post of **TRAINEE** in our **PRODUCTION** department in our organization at our **SIKKIM PLANT** on terms and conditions mutually agreed between us.

The resignation acceptance letter from your previous organization should be produced within 15 days of acceptance of offer letter or else the offer letter will be considered void and nullified. You are requested to join the duties latest by **24/09/2018**

We will issue you regular appointment letter with details on the actual date of your joining. You are requested to return the duplicate copy of this offer as a token of your acceptance and confirm the exact date of your joining our organization.

You are requested to bring with you the following documents at the time of joining your duties:

i) Four passport size photographs

ii) Copies of educational/professional qualifications and experience certificates

iii) Relieving letter from the present employer

iv) Certificates in support of date of birth

v) PAN Card & AADHAR Card Copy

vi) Copy of permanent address proof

vii) Medical Certificate of fitness duly signed by a qualified Doctor (Not less than a MBBS)

We look forward for your long & happy association with Macleods Pharmaceuticals Limited

With best regards

For Macleods Pharmaceuticals Limited

Authorized Signatory

Acceptance:

I have read the above terms and conditions and I do hereby agree to the same and accept the offer. I will join on _____

Ms PUSHPA GUPTA

MACLEODS PHARMACEUTICALS LIMITED

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