

2018

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March 11, 2019
Mr. Subham Saha
RESPIRA - Burdwan
HQ: Siliguri

Subject: Offer Letter

Dear Mr. Subham Saha

With reference to the interview you had with us, as mutually agreed, we are pleased to offer you the post of **MARKETING TRAINEE** at MT Grade in our RESPIRA division based at Siliguri.

You are requested to submit the following on date of your joining:

- Copy of your resignation with your present employer, duly acknowledged by your superior.
- Two passport size photograph.
- Copy of resignation/acceptance letter from present employer (may be submitted at the time of joining).

You shall be paid gross remuneration of **Rs. /-** per annum inclusive of Provident Fund, Bonus, Gratuity, ESIC, etc. given to employees as per rules.

You are requested to join Company on or before **12.03.2019**

Please contact **Mr Surajit Dasgupta**, Regional Sales Manager, Burdwan, mobile no. **9903371167** for further guidance.

The Appointment letter will be given to you on your joining the Company. Your appointment is subject to following:

- Submission of your medical fitness certificate on joining duties.
- Reference check.
- No Criminal records.
- Validation of all the submitted documents.

Kindly return the duly signed copy of this letter in acceptance of the offer.

Wishing you all the very best.

Yours faithfully,

FOR LUPIN LIMITED

Shoipatri Basu
EXECUTIVE - HUMAN RESOURCES

Enclosed: Remuneration structure

LUPIN LIMITED

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