



Mendine Lifecare Products Pvt. Ltd.

Address : 87 C, Jyotish Roy Road, Kolkata - 700 053 , Phone : (033)- 24988109
e-mail : admin.lifecare@mendine.com

ML100017/HRA/L/2018-19

02.05.2018

To,
Mr. **Imtiaj Khan**
Vill – Maheshpur, PO – M.M Kata, PS – Chandrakona
Dist. – Paschim Medinipur, Pin - 721201

Sub: Offer of Employment

Dear Mr. Imtiaj,

This has reference to your application for employment in our company and the subsequent interview you had with us, we are pleased to offer you an employment with us. The post and remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an offer letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

You are requested to join us on 02nd May, 2018 in the event of your not joining us within that date or requesting an extension we would be forced to withdraw this offer.

You are required to submit the following at the time of joining

- Passport Size photographs – 3
- Photocopy of your testimonials – Std 10 level onwards
- Proof of DOB, Aadhar Card, PAN Card, Voter Card
- Two Wheeler Driving License & Blue Book of the Vehicle of your own
- Fitness Certificate & Blood group Certificate provided by a registered medical Practitioner.
- Appointment Letter, Resignation Letter, Last 3 Months Pay Slip of your Previous Employer.

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Received & Accepted

Imtiaj Khan (2.5.18)
Signature of Employee with date

Yours faithfully,
For Mendine Lifecare Products Pvt. Ltd.

Amrita
Sr. Manager (HR & Admin)