Ref.No.: AL/HRD/OL/08/2023/02
Date: 31-07-2023

Mr.Jay Rajpal
Address:Ahmedabad, Gujarat
Email: rajpal.jay.1997@gmail.com

Sub: Letter of Offer

Dear Jay,

We refer to your recent discussions with us and are pleased to offer you the position of **Production Supervisor**.

Your job location is Aegis Lifsciences Pvt. Ltd. 215/216 Mahagujarat Industrial Estate Sarkhej – Bavala Road, Gam: Moraiya, Post: Changodar, Tal. Sanand Dist. Ahmedabad - 382213

Your date of Joining will be **04-08-2023**

Reporting to **: Producation officer**

At the time of joining, please submit copies of the following documents and produce originals wherever required:

- 4 Passport size photographs.
- Copy of Educational certificates (From Std. X till graduation/PG/PHD etc.)
- Relieving certificate
- Salary slip/certificate of the last pay drawn from the previous employer
- Copy of Resignation duly accepted by Current Employer.
- Experience certificate from all past/previous employers.
- Form 16 and proof of earnings for the past year (in case of employed personnel)
- Pan Card & Address Proof (Aadhaar Card.)
- Bank Account Details passbook front page or cancel cheque for salary purpose.

The detailed appointment letter & CTC break up will be issued to you on completion of all the joining formalities and scrutiny of the submitted documentation. In case, any of the documents submitted are found to be false or misleading, our offer stands cancelled.

If you find the above terms of employment acceptable, you are requested to sign the copy of this offer letter as a token of acceptance and submit it back to us.

This offer is valid for a period of Five (5) days from the date of issue, and shall lapse automatically unless you confirm your acceptance for the same.

For Aegis Lifesciences Pvt. Ltd.

Authorized Signatory

I accept your offer of employment and acknowledge receiving a copy of your current Offer Letter. No oral commitments have been made concerning my employment.
I will be able to join on _____.

Signature: _____

Print Name: _____

Date: _____