

## Offer of Employment

Date: 06.04.2018

Ref.No: VBPL/HR/2018-2019/April/46

Dear Mr. Poorna Chandra Rao.M,

We are pleased to inform you that your application for the position of **Asst Manager in the department of Quality Assurance** at Virchow biotech Pvt LTD was reviewed and you have been selected for the position. We are offering you the position with a CTC of Rs. 7.4 Lakhs per annum (Rupees Seven Lakh Forty Thousand only). A detailed salary break up will be provided to you at the time of joining.

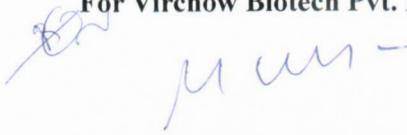
Please bring with you the following documents on the day of joining.

1. Proof of age (Xerox)
2. Duplicate copies of educational & professional certificates.
3. Relieving certificate from previous employer. (If any)
4. Appointment letter of the previous employer and salary revision letters.
5. Last month pay slip received from the previous employer.
6. 3 Passport size photographs.
7. Medical Reports (As per checklist).
8. Aadhar Card (Xerox)

**NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining either on 1<sup>st</sup> or 15<sup>th</sup> of each month (based upon the working day).**

Please acknowledge the receipt of this letter and confirm your acceptance within 20 days from the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards  
For Virchow Biotech Pvt. Ltd.

  
Dr. Murali Tummuru  
Managing Director