

Micro Life/Offer/02-25
27/01/2025

Ms. Aditi Ganguly
Asansol

OFFER LETTER

Dear Ms. Aditi Ganguly,
Congratulations!

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **“Territory Sales Executive-Sales Department”** in our organization on the terms and conditions discussed during the interview.

You will be stationed at **Asansol**.

Your remuneration as discussed and finalized is **Rs. 400000/- Per Annum**, the detail breakup of the same is attached as Annexure-A along with this letter.

You are eligible for an incentive as per company's Incentive policy.

A detailed appointment letter will be given to you after you join us.

Kindly bring along 3 recent passport size photograph and all original certificates of education and experience at the time of joining.

You are required to join the company on or before **03-Feb-2025**.

You have been selected because we believe you have the potential and the desire to meet the high standards of excellence that are the hall marks of **Micro Life Sciences Pvt Ltd**. We know you have hopes and aspirations of your own, & surely, expectations from us as well. We consider it our obligation on our part to:

- treat you fairly & with respect
- provide open two way channels of communication
- offer suitable recognition for your dedication and excellence of performance

Ours is a growing company, continuously improving and expanding.

We wish to see you grow along with us.

Looking forward to your joining our organization.

Thanking you,

For, Micro Life Sciences Pvt Ltd



Dr. H C Panjekar
Group Head- Human Capital & Administration

PS :- Please revert back with your confirmation of acceptance of this offer letter within two weeks time from date of issue; failing to which the offer letter will be deemed withd

Annexure A**Micro Life Sciences Pvt Ltd**

Ms. Aditi Ganguly	CTC	
Cost To Company Per Annum	400000	
	Monthly - INR	Yearly – INR
<u>Cost to Company Per Month</u>	33333	400000
Basic Salary	11667	140004
House Rent Allowance	11667	140004
Uniform Allowance	1250	15000
Travel to Work as per Distance Factor Index	3500	42000
House and Electronic Equipment Maintenance Allowance	1516	18192
<u>Paid On An Annual Basis</u>		
Bonus / Ex - Gratia	2333	27996
<u>Statutory Deduction, Company's Contribution</u>		
Provident Fund	1400	16800
Cost To Company	33333	400000
*You are eligible for an incentive as per company's Incentive policy.		

