



# ADISAN

Laboratories Pvt. Ltd.

CIN No : U74900PN2010PTC138049

Plot No. 17,19, S. No. 297, At Post Ambervet, Near Ambervet Datta Mandir, Taluka Mulshi, Dist. : Pune- 412115.  
Tel.: +91 20 67929400. E-mail : info@adisanlabs.com, Website : www.adisanlabs.com

ALPL/HR/58/2023

Date: 31<sup>st</sup> March 2024

## OFFER LETTER

To,  
**Mr. Jabiulla Mulla**  
**Miraj**

Dear Mr. Jabiulla,

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you a position as "**Q. C. Officer**" based at our Plant at (Ambervet) and your compensation will be Rs. 2,23,080.00 CTC Per annum (Rupees Two Lakhs Twenty Three Thousand and Eighty Per Annum only).

Further, as discussed you will have to join with immediate effect at our Office at (Ambervet). You are requested to mail photocopy of following documents along with acknowledgement of this offer letter

1. Two passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Photocopies of your Resignation Letter as well as the Relieving Letter from your current employer
5. Photocopy of your last drawn salary slip.
6. Form No 16 / Certificate of Tax deducted as well as a copy of your PAN for Income Tax documentation

You will be on probation for a period of 6 months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period, your services can be terminated with **One Month's** notice on either side.

A detailed Appointment letter along with the terms and conditions of appointment applicable to you will be issued to you upon your joining to the Company. On Joining Duty, you will have to sign a confidentiality agreement i.e. NDA.

You are requested to send us a confirmation reply upon the receipt of this offer letter as a token of your acceptance of this offer letter for employment with us along with copy of resignation letter and acceptance letter of your current employer mentioning notice period.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Thanks and Regards

For **Adisan Laboratories Private Limited**

**I have read and accept the terms and conditions:**

Date of Joining : \_\_\_\_\_

Signature : \_\_\_\_\_

**Authorised Signatory**



**An ISO 9001 : 2015 GMP CERTIFIED COMPANY**