

GLS / MHL / HR / 2023-24/51

20 September -2023

Mr. Suraj Baban Dhende

A/p - Shedgaon

Tal. - Shrigonda

Dist. - Ahmadnagar - 413701

Dear Mr. Suraj

Subsequent to the meetings that we had, we believe there is an excellent match between your skills and the career opportunities available with us for you as a member of our Organization. It gives us great pleasure to extend to you an offer to join our Organization as **Officer - Quality Assurance** in the Grade of SM1 at Mohol. You are required to join as early as possible, but not later than 16 November 2023. This offer stands invalid in event of being found unfit after pre-employment medical checkup.

As mutually agreed your compensation is given in Annexure A

You are required to provide the following documents at the time of joining:

1. Certified photocopies of educational certificates
2. Proof of date of birth
3. Employment relieving letter from previous employer
4. Certificate for last drawn salary
5. Four photographs (passport size)
6. PAN number (mandatory)
7. AADHAR Card.
8. UAN No, PF No. & ESIC No (if Any)

Please note, your employment with Glenmark is subject to satisfactory completion of background check which will be conducted by the Company / or its authorized agents at any time prior to or after your effective start date. In case the information / documentation furnished by you is found to be false, inadequate, erroneous and / or incorrect, then the Company has the sole right to terminate the employment contract by issuing a letter of termination without notice and without any liability on the Company whatsoever.

Please note that all costs incurred by the Company towards your notice period, Joining Bonus and all relocation costs will be recovered from you in case you voluntarily leave the services of the Company within 24 months from your date of joining.

This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

For Glenmark Life Sciences Limited

Accepted



DGM Human Resources



Suraj Baban Dhende