

APL/HR/501/22-08

August 29, 2022

MR. TEJAS JAGDALE

A/P – Pimpore Bk

Tal – Khandala

Dist: Satara – 415 521 (M.S.).

Mobile: 7722036852

SUB: Provisional Letter of Offer.

Dear Mr. Jagdale,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **JR. RESEARCH ASSOCIATE – API** on the terms and conditions as agreed.

You will be joining us on or before **SEPTEMBER 5, 2022** and you will be posted at **MUMBAI**.

This offer letter is valid subject to submission of **your resignation letter copy**, duly acknowledged from the present employer **within three days** from the date of acceptance of this letter.

You need to submit the following documents (Photo copies) on the day of your joining:

1. **Marks Sheets & Certificates of 10th, 10+2, Graduation and Post Graduation (if any).**
2. **Date of Birth Proof – School Leaving Certificate.**
3. **Additional Qualification Certificate (if any).**
4. **Experience Certificate / s from the previous employer / s, if any.**
5. **Passport Size Photographs (in Red Background) – 4 Nos.**
6. **PAN Card/Aadhar Card & Savings Bank Account details with IFSC Code (Mandatory) and Passport (If Available).**
7. **Form 16 / Salary Certificate / Pay Slip from the present employer.**
8. **Residential proof (Any one of the following - Electricity Bill / Telephone Bill / Ration Card / Passport / Election Card).**
9. **Final Certificate for COVID-19 vaccination.**

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

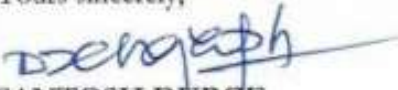
Please note that if at any time, it is found that you have obtained the employment by furnishing false / misleading /insufficient information or withholding the material information or you have manipulated and /or fabricated the certificates / records, we reserve our right to revoke this offer for employment forthwith.

A regular appointment letter will be issued to you soon after your joining.

Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you,
Yours sincerely,


SANTOSH DURGE
GENERAL MANAGER – HR