



## OFFER LETTER

**Date: {{ProcessDate}}**

Dear{{Salutation}}. {{ApplicantName}}{{ProcessDate}}

SUB: You are selected as {{Designation}} for{{Location}}(HQ).

**{{Designation}}{{Designation}}**

**Congratulations,**

We are pleased to offer you the position of **{{Designation}}** in **{{Division}}** Division with Pristine Pearl Pharma Pvt Ltd. Your annual earnings including salary, allowances, annual benefits and Statutory as applicable will total Rs. **{{CTC}}**- You will be on probation for the period of six months and your appointment letter along with the details of the terms and conditions of your employment, will be issued to you after one month of your **{{Designation}}{{ApplicantName}}{{OfferDate}}** joining the organization and after the completion of joining formalities.

You are requested to submit following documents at the time of joining.

1. Educational Certificates
2. Residential Proof and Photo ID Proof (Electricity Bill/Ration Card / Driving License)
3. Previous Employer's –Joining letter, Relieving letter, Three Month salary slip or Bank Statement
4. Two Passport size Photo
5. Bank Passbook-first page and Pan Card and Aadhar card. **{{Annual CTC}}**

Appointment letter will be issued, based on these documents along with employment from duly filled in. Request you to kindly confirm your acceptance on the same. We welcome you to the Pristine Pearl Pharma family.

Wishing you all Success

**Yours Sincerely,**

**For {{CompanyName}}.**

**(AASHIK AHMED)**

**Operational Sales Head**

If you accept this offer, please sign in the space provided and return one copy to us within 15 days.

**Date of joining:** \_\_\_\_\_

**Employee Signature with date**

{{ApplicantName}},

{{Address1}}.