

OFFER LETTER

PRAJP/OFL/0721/60

Date: 19/10/2021

To,
Miss. Ashwini Kamble
S.No.168/2 Gurudwara Road Lohgaon Pune

Dear Miss Ashwini

This has reference to your application for employment in our Company; we are pleased to offer you an employment with us as a **HR Executive** on 19/10/2021 in **Prajprime Pharmaceuticals Pvt Ltd based in Pune HQ**

- Please note that this is merely an Offer Letter.
- You are requested to carry the following documents at the time of joining:
 1. Academic Certificates / Passing Certificate (Original).
 2. Two Passport size photographs.
 3. ID Proof Xerox (Pan Card/Driving License/Aadhar Card).
 4. Kindly confirm your acceptance on the duplicate copy of this letter/or Return Email. Other employment terms will be as per your appointment letter and will be informed within 7 days from your joining.
 5. Please read the draft for terms and conditions of Appointment, Rules and Regulations copy which is provided along with offer letter and then only take decision of acceptance of offer.
 6. Please check the annexure for Salary Breakup
 7. Pharmacist Registration Certificate

Salary Annexure: Miss.Ashwini

Sr No	Particulars	Salary Per Month	Annual Salary
1	Basic	6800.00	81600.00
2	HRA	340.00	4080.00
3	Conveyance	2660.00	14400.00
4	Education allowance	200.00	31920.00
Total		10000	144000
Deduction PT		200	2400
Net Income (A)		9800	141600

Terms and Conditions

Sr No	Particulars
1	45 notice period is applicable
2	Increment will be based on performance.

Yours Faithfully

Authorized Signatory

I accept all terms and Conditions

(Signature of Employee)
Miss.Ashwini Kamble

Appointment Terms

1. 30 days' notice period is applicable
2. Any casual/ in disciplinary behavior will not be acceptable
3. If Employee leaves the organization without intimation or without serving notice period company is not liable to pay any due payments to the candidate.
4. If Employee leaves the organization before completion of three months their due payments will be paid by cutting the paid holidays.
5. If Employee leaves the organization before completion of 6 months company is not liable to give experience certificate to them.
6. If Employee wants to leave the organization the relieving will be done after complete stock variation; if any mischief found company has rights to cut the amount of missed stock from the due payments or company is liable to hold down the due payments of employee.
7. Salary will be done on between 20-25th date of month.

Leave Policy's

1. Company's holiday calendar is applicable in the leave policy.
2. Without intimation or 11th hour intimation for leave will not be acceptable; if employee takes leave without intimation or at 11th hour intimation company is liable to cut the double payment of that day.
3. If Employee takes leaves adjacent to paid holidays; Holidays + Leave day salary will be deducted.

Yours Faithfully

Authorized Signatory

I accept all terms and Conditions

(Signature of Employee)
Miss. Ashwini Kamble