

Offer of Employment

Date:27.06.2024

Ref.No: VBPL/HR/2024-2025/June/217

Dear Mr. Nikam Dhiraj Suresh,

We are pleased to inform you that your application for the position of **Executive Trainee** in the Department of **Microbiology** at Virchow Biotech Pvt. Ltd Unit-I was reviewed, and you have been selected for the position. We are offering you the position with a CTC of Rs.2.2 Lakh Per Annum (Rupees Two Lakh Twenty Thousand Only). A detailed salary break-up will be provided to you at the time of joining.

Please bring with you the following documents on the day of joining.


1. Proof of age (Xerox)
2. Duplicate copies of educational & professional certificates.
3. Relieving certificate from previous employer. (If any)
4. Appointment letter of the previous employer and salary revision letters.
5. Last month pay slip received from the previous employer.
6. 5 Passport size photographs.
7. Medical Reports (As per checklist).
8. Aadhar Card (Xerox)
9. Bank Passbook front paper Xerox copy.

NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining on every Monday (based upon the working day).

Please acknowledge receipt of this letter and confirm your acceptance within 20 days of the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards

For Virchow Biotech Pvt. Ltd.


P. Raghurami Reddy
AGM - HR & Admia

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