



OFFER LETTER

KLM LABORATORIES PVT. LTD.

A WHO GMP Company | CIN No. : U24230MH2010PTC251089

202

Date: 29th January 2021

To,
Mr. Rajesh Kumar
House No.06,
Bali Gali,
Samasung Plaza,
Opp. Chandandralok Hospital,
Pilibhit Bypass Road,
Bareilly

Ph. : 8077196973

Dear Mr. Rajesh Kumar

This is reference to your application and subsequent interview you had with us we are pleased to inform you that you have been selected for the position of **Derma Sales Executive** based at **Bareilly**.

Your Gross Salary will be Rs. 12000/- (Rupees Twelve Thousand Only) Per Month, besides this you will also be entitled for Travelling & Daily allowances along with fixed mobile & internet Allowances. Apart from this company also offer performance-based incentive and bonus.

This is an offer letter only; your exact terms and condition of employment will be mentioned in appointment letter which will be issued on your joining this organization. Kindly Confirm within 5 Days from the date of Receipt of this letter, your acceptance of the above terms and conditions.

We look forward to your joining KLM laboratories Pvt. Ltd. and wish you best of luck.

Following medical check-ups shall be done prior to joining.

- (1) Complete body check-up including circulatory system, pulmonary system and nervous system.
- (2) Complete blood analysis reports specifically to show absence of diabetes, urine analysis.
- (3) Blood pressure.
- (4) Absence of any contagious disease.
- (5) No abnormality regarding vision with or without correction.

Kindly note that Company will not issue appointment letter without medical reports. Further, we have to inform you that company will not bear the cost of the medical reports.

Yours Truly,
For KLM Laboratories Pvt. Ltd.,

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(HR-Head)



Note: Kindly Sign and return duplicate copy of this letter as a token of your acceptance.

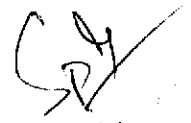

Signature:

[Handwritten Signature]

Registrar
Invertis University
Bareilly

Salary Annexure

Emoluments	CTC without Bonus		CTC with Bonus	
	Per Month	Per Annum	Per Month	Per Annum
Fixed Gross	26000.00	312000.00	26000.00	312000.00
Basic Salary	14400.00	172800.00	14400.00	172800.00
House Rent Allowance	7200.00	86400.00	7200.00	86400.00
Conveyance Allowance	0.00	0.00	0.00	0.00
Leave Travel Allowance	1084.00	13001.00	1084.00	13001.00
Medical Expense Reimbursement	0.00	0.00	0.00	0.00
Special Allowance	3317.00	39800.00	3317.00	39800.00
Bonus @ maximum 20.0%	-	-	5200.00	62400.00
Gross Salary	26000.00	312000.00	31200.00	374400.00
PF	1800.00	21600.00	1800.00	21600.00
Gratuity	693.00	8312.00	693.00	8312.00
CTC	28493.00	341912.00	33693.00	404312.00



 Registrar
 Inventis University
 Bareilly