

LUPIN LIMITED (BIOTECHNOLOGY DIVISION)
Gat No -1156, Village-Ghotawade,
Tal - Mulshi, Pune - 412 115
Tel : +91-20-66549800
Fax : +91-20-66549870

Offer Letter



Date: 24-January-23

Pooja Ashokrao Mane
Yashila Park, Kagal, Dist : Kolhapur- 416216

Dear Pooja,

Congratulations on your appointment! We welcome you to Lupin – *An innovation led transnational pharmaceutical company* and wish you a long and meaningful career with us.

1. **LOCATION & DATE OF JOINING:** You would be based at **Lupin Limited (Biotech Division), Ghotawade - Pune**. You need to report on or before **10-February-23**. This Offer of Appointment shall be treated as cancelled, unless the extension of the said date for joining duty is agreed upon by us.
2. **DESIGNATION & GRADE:** You would be designated as **Officer Grade – E1 in Technical Training** Department.
3. **COMPENSATION & BENEFITS:** The detailed breakup of your Compensation Structure and other company benefits applicable to your grade is enclosed.
4. **PROBATION PERIOD:** You will be on probation for a period of six months from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed.
5. **NOTICE PERIOD:** The Company reserves the right to specify the notice period required. However, either party can terminate this agreement by giving 30 day's notice during the probation period or by paying one month's basic; and 60 day's notice on confirmation without furnishing any specific reason. Accordingly, amount in lieu of short notice period would be payable by either party giving short notice.
6. **LEAVE:** You will be eligible for **30** working days of Leave in a year.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all Regulatory / Background Checks and Medical / Health Examination.

Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Lupin and wish you a long fulfilling career with us.

Yours truly,

For **Lupin Limited**


Kalyani Kshirsagar
Executive- HR

I agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on

Signature: _____