

DATE: 18<sup>th</sup> June 2024**Ms. SUSHMITA SINGH**

Dear Ms. Sushmita,

This has reference to your application and subsequent discussions you had with us. We are pleased to offer you the position of "**Jr. Officer – Quality Control**" in our organization.

You shall receive your detailed letter of appointment on joining. Please note, your date of joining should be on or before **01<sup>st</sup> August 2024**. You should report to office at 8.45 a.m.

Please note this letter is just an offer to the employment and not the appointment. Appointment for services are subject to documents verification.

Any misrepresentation or omission of any information related to the details submitted or communicated may be considered sufficient for withdrawal of an offer.

As discussed and agreed upon, you can submit the resignation to your existing employer immediately on receipt of this offer. The acknowledged copy of resignation to be submitted to us **within 72hrs** from the receipt of this letter. Failing which this offer will not stand valid later to the stipulated period mentioned. Please contact for any concern.

**Kindly sign and return the duplicate copy of this letter, as a token of your acceptance.**

We welcome you to the "**CENTAUR Family**" and look forward to your long and fruitful association for mutual interests.

Thanking you,

Yours Faithfully,  
For CENTAUR PHARMACEUTICAL PVT. LTD.

  
**ALPESH-MHATRE**  
General Manager- HRD

Accepted: \_\_\_\_\_  
(Ms. SUSHMITA SINGH)

Date of Joining: \_\_\_\_\_