



Saipro Industries Pvt. Ltd.

Reg. Office:- 501, Brahma Vantage Tower, C Building, NDA – Pashan Road, Opp. Bavdhan Police Chowky,
Bavdhan Pune 411021. Maharashtra. India.

Work Add:- Gat No.286-287, A/P - Kasaramboli, Tal – Mulshi, Dist – Pune 412115. Maharashtra. India

Mail:- saiproindustries@gmail.com Web:- www.saipro.co.in Mob:- 9075085891/2/3/4/5

Letter of Offer

Date: .../.../23

To,

Mr. XYZ...

Congratulations!!

We are pleased to offer you an Employment with Saipro Industries Pvt. Ltd. based on the Discussions you had with us.
Details of the terms and conditions of offer are as under:

1. You will be designated as
2. You will be based at our Pune in Food Manufacturing Unit Kasaramboli.
3. Your date of commencement of Employment will be on or Date of Joining.
4. Your Administrative & Functional reporting will be to General Manager & Plant Manager as well as MD Sir
5. Your **Salary** is as per the **annexure** attached with this letter.
6. You will be on probation for a period of **One Month** from the date of joining. (PF will not get)
7. Please bring along the below listed documents / details on your day of joining.
8. Minimum **24 months** need to work for company from **date of joining**.
9. 2 months' notice period before leaving job.
- 10 Yearly Paid leaves
- 11 **Accommodation & travel are in your scope.**

- a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C Certificate)
- b) True Copy of Academic Certificates (all from 10th to Highest)
- c) True Copy of **Resignation Letter** of Last Employer with acknowledgement
- d) **Relieving letter** from previous employer (Original)
- e) Proof of compensation last drawn (3 Months - Original)
- f) 2 passport size photographs (Recent)

8. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us

Yours sincerely

For, Saipro Industries Pvt.Ltd.

Vijay B. Chougule

HR Manager



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ANNEXURE

Saipro Industries Pvt. Ltd. Gat No.286-287, A/P - Kasaramboli, Tal - Mulshi, Dist. - Pune. 412115. Maharashtra. India.		
Name Of Candidate	Mr.XYZ	
Designation	
Department	S.C.M.	
Salary Components	Monthly Salary	Yearly
Basic + DA Salary	00000	000000
House Rent Allowance	0000	00000
Conveyance Allowance	0000	00000
Gross Salary (A)	00000	000000
Company Liability		
Medical Benefit (policy)	0	4000
Yearly 12 paid leave benefit		15692
Yearly Bonus	-	20400
Employer Contribution PF	1800	21600
Total Company Liability (B)	1800	61692
Cost To Company (A+B)=C	35800	469692

1. Your Salary is Confidential please do not disclose it with anyone.
2. And Your Net Salary Is **Rs...../-** Per month.
3. Tax deduction at sources (TDS) is borne by employee.
4. Yearly Bonus: Equal to basic pay of month if the performance is good and company doing profit

For, Saipro Industries pvt.Ltd.

Vijay B. Chougule

HR Manager



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