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## OFFER LETTER

**CPPL/OFL1223/133**

**Date: 02/12/2023**

**To,**  
**Miss. Komal Balasaheb Dive,**  
**Chandrama Nagar, Jail Road, Pune**

**Dear Miss Komal,**

This has reference to your application for employment in our Company; we are pleased to offer you an employment with Designation as a **Business Development Officer (Trainee)** on **2<sup>nd</sup> Dec 2023** from **Nutraglobe Pharma Internationals (Division of Cyclone Pharmaceuticals Pvt Ltd)** based in **Pune HQ**

**Your CTC Will be INR 2,33,994.00/- Per Annum.**

- Please note that this is merely an Offer Letter.
- You are requested to join on discussed Joining Date i.e. 4<sup>th</sup> December, failed to join, will lead to withdrawn of offer
- You are requested to carry the following documents at the time of joining:
  1. Academic Certificates / Passing Certificate (Original).
  2. Two Passport size photographs.
  3. ID Proof Xerox (Pan Card/Driving License/Aadhar Card).
  4. Kindly confirm your acceptance on the duplicate copy of this letter/or Return Email. Other employment terms will be as per your appointment letter and will be informed within 7 days from your joining.
  5. Please read the draft for terms and conditions of Appointment, Rules and Regulations copy which is provided along with offer letter and then only take decision of acceptance of offer.
  6. Please check the annexure for Salary Breakup

Yours Faithfully

IC/Admin HR

Name -	Miss. Komal Balasaheb Dive		
Designation -	Business Development Officer (Trainee)		
Department -	Pharma		
Date of Joining -	4 <sup>th</sup> December 2023		
<b>CTC BREAK UP (ANNEXURE - B)</b>			
Annexure	Overheads	<b>Monthly (Rs.)</b>	<b>Annual (Rs.)</b>
	Fixed Component -		
A	Basic + DA	11,733.00	1,40,796.00
	HRA	5,867.00	70,398.00
	Education Allowance	200.00	2,400.00
	Conveyance	200.00	2,400.00
	Fixed Gross Total	<b>18,000.00</b>	<b>15,994.00</b>
B	Deductions -		
	P. TAX	200.00	2,400.00
	Deduction Total	<b>200.00</b>	<b>2,400.00</b>
C	Retirals		
	Bonus	--	--
	Attendance bonus	500.00	6,000.00
	Performance Bonus	1,000.00	12,000.00
	Total	<b>1,500.00</b>	<b>18,000.00</b>
Fixed Net Pay (A-B)		<b>17,800.00</b>	<b>2,13,594.00</b>
A + C	CTC	<b>19,500.00</b>	<b>2,33,994.00</b>
<div> <div>Yours Faithfully</div> <div>IC/Admin HR</div> </div> <div> <div>I Accept all Terms and Condition</div> <div>Employee sign Miss. Komal Balasaheb Dive</div> </div>			

**Note:**

1. Bonus will only applicable after one-year completion
2. Attendance Bonus is applicable only if 100% attendance will be their per month
3. Performance Bonus will be calculated as per Target, Achievement and based on performance of every six months
4. Employee will be considered as trainee until confirmed by Company in writing. During training period no Paid Leaves will be applicable, first four months no leaves will be granted
5. As per discussed Job Profile with Candidate in the Final Interview if you fail to do so will lead to discontinue services from Cyclone Pharmaceutical Pvt. Ltd or Change in Job Profile also can be done which will lead to change in CTC
6. Please note candidate has to sign an appointment letter within 1 month of Joining any refusal will lead to Cancelling of employment & also company will not be liable to pay any dues or any clearance to employee
7. Salary will be done on or after 25<sup>th</sup> of every month for previous month
8. Notice Period for Leaving the employment will only applicable after signing and acceptance of appointment letter before that you can leave the company without any demand for any dues or company can also ask you to leave the job, end the services without any clearance or without pre intimation.
9. If you are leaving job without any formalities company is not liable for paying any dues or any salary.

I Accept all Terms and Condition

Employee sign  
Miss. Komal Balasaheb Dive