

August 23, 2016

Mr. Harikesh Yadav  
Vill- Jatedeeha,  
Post - Dudhara,  
Dist - Sant Kabirnagar,  
Uttar Pradesh

Contact No.: - 7817048797

Dear Mr. Yadav,

**Congratulations** on being considered for the position of **Executive (Quality Control)** in our organization. This offer is valid subject to the following condition:

❖ **Medical Fitness (As Prescribed by Torrent)**

We feel pleasure to offer you the said position on mutually agreed terms and conditions including salary.

We are enclosing herewith **Annexure - A** showing the list of documents to be submitted by you.

The detailed Appointment Letter will be issued to you after you join the Company's services.

On receipt of this letter, please send your acceptance letter along with the acknowledged copy of your resignation from your present organization, within ten days from the issuance of this Offer Letter. This offer stands valid only till that time. You are requested to intimate your date of joining which should not be later than one month from the date of receipt of this letter.

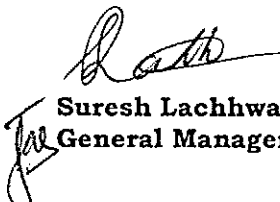
You are required to undergo medical examination by Company's authorized medical practitioner or at your place with the tests mentioned in the letter. This offer stands valid subject to your being declared medically fit.

If it is found, at any point of time that any information furnished to the Company, either verbally or in writing or in the standard employment application form or as a part of employment by you is untrue, false, incorrect or incomplete or willfully suppressed, the offer shall stand invalid/withdrawn.

Thanking you,

Yours faithfully,

**For Torrent Pharmaceuticals Ltd.,**

  
**Suresh Lachhwani**  
General Manager - HRD & Admin

Accepted : \_\_\_\_\_

(Signature with date)

I shall join on or before: \_\_\_\_\_

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**TORRENT PHARMACEUTICALS LIMITED**

CIN : L24230GJ1972PLC002126

Village Bhat, Dist. Gandhinagar - 382428, Gujarat, India. Phone: +91 79 23969100

Reg. Office : Torrent House, Off Ashram Road, Ahmedabad - 380 009, India. Phone: +91 79 26585090 [www.torrentpharma.com](http://www.torrentpharma.com)

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**ANNEXURE – A**

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**Dear Mr. Yadav,**

Congratulations on being offered position of an **Executive (Quality Control)** with Torrent Group. We are happy that soon you will be a member of our family.

**We request you to provide us the following personal information for maintaining your service record file.**

1. Qualification Certificates and Mark Sheets (SSC and above including semester mark sheets
2. Work experience certificate from past to present employers.
3. Record of Date of Birth (Attested Copy).
4. True Copy of Driving License / Passport / Identity Proof.
5. Copy of PAN Card (Compulsory) .
6. Last drawn salary certificate / pay slip.
7. A copy of resignation duly acknowledged by the employer.
8. Relieving certificate from the present employer.
9. Two Reference certificates.
10. Copy of FDA Certificate (if applicable).
11. Latest Passport size photographs (6 nos.).
12. Bank Statement (Last 6 months).

**You are requested to bring all original documents for verification with their photocopy at the time of joining.**

Accepted : \_\_\_\_\_

Date : \_\_\_\_\_

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