

REF No.: DDPL\HR\OL0004

Date: 30/07/2022

**Subject: OFFER LETTER**

To,  
 Ms. SUMANA PATRA  
 Vill- Hayatpur, P. O- Chak hayatpur , P. S- Khanakul, Dist- Hooghly, Pin- 712416  
 9749058798

Dear Ms. SUMANA,

We indeed take pleasure on behalf of Dipto Diagnostic Pvt. Ltd, to confirm you an offer of employment for the post of **Junior Laboratory Technologist**, in our organization on mutually agreed terms and condition. This is an offer letter which will be followed by the formal appointment letter, issued to you at the time of joining.

You will be joining the company not later than 10 August 2022, and your CTC will be of ₹144000 P/A.

Initially you will be on probation for a period of 6 months which may be extended by another 6 month based upon your performance at the discretion of management of the company.

After satisfactory completion of probation period, you will be confirmed in your post.

**On account of Termination:** During the probation period, this contract of employment is terminable by the Organisation by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons. & after confirmation three months' notice will be required.

Kindly sign the offer letter in token of acceptance of the same.

Wishing you a long and fruitful association with us.

For any further information / clarifications please feel free to contact:

hr@diptodiagnostic.com

Thanking You,  
 Team HR,

For Dipto Diagnostic Pvt. Ltd.



**Center**

Kapathat, Diamond Harbour,  
 South 24 Parganas, Pin : 743331  
 7586890345 / 7585990345, 9903617735  
 e mail : info@diptodiagnostic.com

**Corporate Office**

B-103, Gayatri Darshan,  
 Kandivali East, Mumbai - 400101  
 7400220244  
 www.diptodiagnostic.com

**Registered Office**

Dipto Diagnostic Private Limited  
 14/13/1, Nutanpally, Rabindra Sarani Lane,  
 Bolpur, Birbhum - 731204. West Bengal, India  
 CIN No. : U85100WB2020PTC237183