

REF No.: DDPL\HR\OL0005

Date: 10/09/2022

Subject: OFFER LETTER

To,
 Ms. Ankita Saha
 T 98 abantika apartment Kol 57
 8116808574

Dear Ms. Ankita,

We indeed take pleasure on behalf of Dipto Diagnostic Pvt. Ltd, to confirm you an offer of employment for the post of **Lab Receptionist**, 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 07 September 2022.

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