

REF No.: DDPL\HR\OL0001

Date: 10/09/2022

Subject: OFFER LETTER

To,
Mr. Susovan Baidya
Kanpur, South 24 Pgs.
8116886719

Dear Mr. Susovan,

We indeed take pleasure on behalf of Dipto Diagnostic Pvt. Ltd, to confirm you an offer of employment for the post of **Accounts**, 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 01 October 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
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e mail : info@diptodiagnostic.com

Corporate Office

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☎ 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