

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