

## Offer Letter

Ref.No: - CL/Adm/2021-22/11/104

Date: 24/11/2021

To,  
**Mr. Kiran Solse**  
At. Hanumantgaon, Post-Sirasgaon, Tal-Vaijapur,  
Dist-Aurangabad- 423701.

Dear Kiran,

Congratulations!!!

This has reference to your Interview with us, we are pleased to inform you that, you have been selected for the role of “**Research Executive (Trainee)**”, in our “**Research & Development Department**” with effective from **29/11/2021**. You will be reporting to the Head of the department or to the person as may be communicated to you from time to time.

As per discussion and subsequent negotiations we had with you, your CTC will be **Rs 1,80,000/-** PA. [Rs. One Lakh Eighty Thousand Only.] CTC Break-Up is attached herewith in Annexure A.

You will be on training for a period of **12 Months** in this organization. After successful completion of training period you will be confirmed with this organization. If you cannot meet with satisfactory expectations of the management for your role then they can take action like your training period may be extended or service can be discontinued / terminated. For discontinuation from the service both the employee and employer are liable for **90 days notice period on either side** from the date of joining

A detailed Appointment Letter, Mentioning all the terms and conditions of the company will be issued to you, on joining and submission of documents informed to you.

Kindly sign and return the Acknowledgment copy of this letter, as a token of your acceptance.

All the best and we look forward to having you on board.

For Cleanchem Laboratories LLP

Accepted,

Dr. Bapu Gawade

DIRECTOR

Mr. Kiran Solse

Place –

Date –

# Confidential

## ANNEXURE - A

### I] Salary Structure:-

Financial Year: 2021-22

Your restructured salary CTC shall be **Rs. 1,80,000 PA.**

**Note: -**

- a. Deduction will be change as per your facility provided by company.
- b. We request that keep their salary and any other form of compensation, allowances confidential.

### II] Monthly Salary Structure: - (Fix Pay)

<b>Particular</b>	<b>Amount</b>	<b>Particular</b>	<b>Amount</b>
Basic Pay	<b>5,250.00</b>	Professional Tax	<b>200.00</b>
House Rent Allowance	<b>2,625.00</b>	Provident Fund	-
Dearness Allowance	<b>2,100.00</b>	Festival Allowance	-
Conveyance Allowance	<b>1,600.00</b>	Canteen	-
Educational Allowance	<b>100.00</b>	Medical & Insurance	
Other Allowance	<b>3,325.00</b>	Income Tax (TDS)	-
Overtime			-
		<b>Total Deductions</b>	<b>200.00</b>
<b>Gross Pay</b>	<b>15,000.00</b>	<b>Net Pay</b>	<b>14,800.00</b>