



MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 31, RACE COURSE ROAD, BENGALURU 560 001, KARNATAKA, INDIA
Tel. : +91- 80-2237 0451- 57 Fax : +91-80-2237 0463 CIN: U24232KA1973PLC002d01 Website: www.microlabsltd.com Email : info@microlabs.in

MLL/ML00/FS/2023/OL/13014

Date: 18.08.2023

V Ranjith Kumar Gowd
71-A 71-Bank colony DM public School
Rajeshwari Nagar Laggere
Bangalore, Karnataka - 560058

Sub: Offer of Employment

Dear V Ranjith Kumar Gowd

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization as "Territory Executive Sales" in the "Micro Nova Division" at head office Bengaluru. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company, which shall be binding on you.

You are requested to join us latest 25.08.2023 failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 2 days prior to your joining the Organization.

You are required to submit the following mandatory documents at the time of joining to create your Appointment Order on time.

- Duly filled Joining Report (Copy Enclosed)
- Passport size photographs - 3 Nos.
- Photocopy of your educational Certificates – From SSLC onwards
- Previous employment documents – Offer / Appointment Letter, Resignation / relieving letter, Last three months' Salary Slip / Salary Certificate, Form 16 (if applicable)
- Copy of PAN Card & Aadhar Card
- PF – UAN (Universal Account Number) Number or Form 11 in case of fresher as applicable
- ESI (Employees' State Insurance) Number of previous employment, if applicable
- Saving Bank Account Number with Cancelled Cheque leaf / Passbook Copy
- Pre-employment Medical Fitness Certificate from a Registered Medical Practitioner

"Post the acceptance of offer letter, you would get an invite for training from our L & D department. In any circumstance, if you do not attend the training within the specified period, the offer would be null and void"

Kindly confirm your acceptance of joining on the duplicate copy of this Offer Letter with the date of joining.

For MICRO LABS LIMITED,

Wilson Samuel Lobo
General Manager - Human Resources