

Date: 13/01/2026

To,
Mr Sandip Sahebrao Patil
Wadgaon, Tasgaon,
Sangli 416311 Maharashtra
Mobile Number - 8530751329
Email Address - sp1954884@gmail.com



Marksans Pharma Ltd.

OFFER LETTER

Dear Mr Sandip,

With reference to your application dated **09/01/2026** and the subsequent interview you had with us, we are pleased to appoint you in our organization as "**Management Trainee- Quality Control**" at our factory situated at Plot No. L-82, L-83, Verna Indl. Estate, Verna - Goa 403722.

This offer is open to you provided you join our organization on or before **16/01/2026** subject to the Conditions that you are medically, physically and mentally fit.

Kindly bring the following documents while joining:

1. Certified Xerox copies of original Education Certificates. 10th, 10+2, Degree, Post-Graduation (All semester mark sheets, degree certificates, Convocation Certificate), Certificates for any other course pursued. Photocopy of CONVOCATION certificate is mandatory for submission.
2. Certified copy of Birth Certificate.
3. Form No. 16 from previous employer, if applicable.
4. Six Recent Photographs.
5. Other **Mandatory** Documents: Photocopy of PAN Card, Aadhar Card (Colored copy), Voter ID, along with any other Govt. approved Photo ID, Technical Approved Staff License, if any.
6. ESIC, PF and UAN numbers (Mandatory if Contributed in previous Employment).
7. Previous & Present Employment details (1 set self-attested): Appointment letter, Confirmation Letter, Latest Salary revision (Increment) Letter, Experience Letter, Relieving Letter, Resignation & acceptance letter.
8. Pre-Employment Medical Reports

Please complete your pre-employment medical check-up as per **Annexure - A** (List of Pre-Employment Medical test) & **Annexure - B** (Form to be approved by MBBS Doctor). You will get the reimbursement up to Rs. 1,000/- on submission of Original invoice at the time of joining the Organization. This medical check-up can be done at your choice with licensed MBBS doctor or company empaneled Dr. Anand Thakur at Care Goa, S-11 First Floor, Chase Chambers, Opp. Hotel Lapaz, Swatantrapath, Vasco-Da-Gama 403802.

Also attached various joining formats to be filled and submitted on the date of joining. Ensure these formats are duly filled appropriately, signed and submitted to HR Department along with the medical reports and Fitness certificate on the date of joining.

You are requested to submit a copy of your resignation letter from your previous organization to us within one day on receipt of the offer letter from us.

We expect you to be present formally dressed and wear formal footwear on the day of your joining and continue further.

Please sign on the copy of this letter as a token of your acceptance of our offer and return it to the undersigned, mentioning your date of joining.

With best wishes,

For Marksans Pharma Ltd.,

Authorized Signatory

I Accept

www.marksanspharma.com