

100 वर्षों तक ल्वस्थ,  
सुखी व सम्पन्न जीने के लिए



# JEENA SIKHO LIFECARE PVT. LTD.

REGD OFFICE : SCO 15, Kalgidhar Enclave, Baltana, Shimla Highway, Zirakpur, 88726-25917, 98764-03632  
DELHI NEW MULTAN NAGAR : B-26, Opp. Metro Pillar No. 223, Rohtak Road, 92893-77786, 93136-66673

Ref. No. ....

Dated .....

Ms. Neha

Address: Hn-26, Gali num 2 Laxmi Nagar Delhi 110092

Dear Neha

On Behalf JEENA SIKHO PRIVATE LIMITED I am pleased to offer you the full time employment for the position of **receptionist** at JEENA SIKHO PRIVATE LIMITED with a start date of 15-Jan-2020 You are required to report to HR Department for your joining formalities.

Your Total CTC will be Rs. 12,000/- per month.

Please ensure that you bring in the following documents on the first day of your joining:

1. Six Passport size colored photographs.
2. Photocopy of Photo ID & Address Proof (Aadhar Card/ Pan Card)
3. Photocopy of education certificates.
4. A proof of resignation/ resignation letter/ acceptance proof from the previous employer.
5. Experience certificate (previous employers)
6. Salary slips photocopy/ copy of their appointment letter (of previous company)

You will be on the probation period for 03 months which may further be extended to 06 in case of non-performance.

During Probation you are required to serve notice period of minimum 15 days and after probation notice period of minimum 30 days.

Please confirm your acceptance of this offer by signing and returning this letter by 15-Jan-2020.

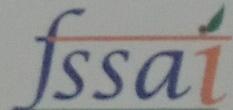
Looking forward for a long time association with us and wishing you great success with Jeena Sikho LIFECARE Limited

Your Job Description Are as follows:-

- 1-Resolve patients Queries .
- 2- How to perform clinic information about facility.
- 3- Proper guidelines share to the patient Sincerely,

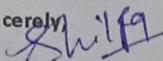
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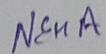
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- 2- How to perform clinic information about facility
- 3-Proper guidelines share to the patient.

Sincerely  


JEENA SIKHO LIFECARE PRIVATE LIMITED

For Human Resource



Candidate's Signature Date:15- JAN- 2020