

Ref. No.

Dated

Ms Seema

Address:

Dear Seema,

On Behalf of I am pleased to offer you the full time employment for the position of Attendant at with a start date of 19-August-2021. You are required to report to HR Department for your joining formalities.

Your Total CTC will be Rs. 10,000/- 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 19-August-2021. Looking forward for a long time association with us and wishing you great success with Jeena Sikho Lifecare Limited

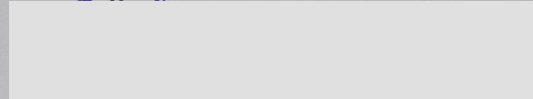
Your Job Description Are as follows:-

- 1- Help patient by supporting hygiene and daily needs.
- 2-Keeping Room Neat and Clean after the Therapy

Your Job Description Are as follows:-

- 1- Help patient by supporting hygiene and daily needs.
- 2- Keeping Room Neat and Clean after the Therapy
- 3- Experience of working on an autoclave and fumigation machine or similar machine.

Sincerely,



For Human Resource

Date: 19-August-2021

SEEMA
Candidate's Signature