



# HEALING HANDS CLINIC

PILES | CONSTIPATION | HEMORRHOIDS | PROLAPSE | FISSURE | HERNIA | VARICOSE VEINS

## Offer Letter

**Date: 16<sup>th</sup> July 2023**

Dear **Ms. Samruddhi Kdekar**,

It is my pleasure to extend the following offer of employment to you on behalf of **Healing Hands Clinic**. further to the interview and discussions you have had with us. You are expected to join your duties on the **17<sup>th</sup> Day of the month July and year 2023**.

You are appointed to the position of **Front Desk** and in this capacity; you will report directly to **Dr. Neha Shaikh (Administrator - Healing Hands Clinic)**.

Your starting monthly Gross remuneration will be **16,000/- (Sixteen Thousand Only)**.

You will be on a probation period of **6 Months** from the date of joining. During your interview you have confirmed your commitment for the next **2 year** which will be calculated from your date of joining.

You are entitled to work for 7 hour from monday to friday, and 9 hrs on saturday as has been decided by the management.

After successful completion of the probation period and review thereof, you will be entitled to other allowances, benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability. You shall receive your payments **on the 7<sup>th</sup> day of every month**.

Offer stands cancelled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer.

### Note :

1. Professional Tax will be deducted as per law.
2. Security deposit will be **INR. 25,000 /-** and it will be deducted in 6 months salary, which will be only given after your commitment period.

I look forward to an enduring relationship with you.

Yours Sincerely,

**Dr. Neha Shaikh,**  
Administrator

Received  
Samruddhi



8888 288884  
24 HOURS

DHOLE PATIL ROAD HELPLINE

Healing Hands Clinic

Dhole Patil Road: Millennium Star Extension, Ground Floor, Adjacent to Ruby Hall, Dhole Patil Road, Pune - 01  
Tilak Road: Mangalmurti Complex, 105, First Floor, Near Hirabaug Ganpati, Tilak Road, Pune - 02

Website: [www.healinghandsclinic.co.in](http://www.healinghandsclinic.co.in)