

**OFFER LETTER**

Date: 06.05.2024

Ref No.: MHN/96

To,  
**Swati Chandel**  
 Chandel niwas, Railway Road, Khanna,  
 Ludiana, Punjab - 141401

**Subject: Offer of Employment – Staff Nurse**

Dear Swati,

We are pleased to offer you the position of **Staff Nurse** at **Metro Hospital, Noida**. Your qualifications and experience have been found suitable for this role, and we are confident you will add great value to our healthcare team.

**Employment Details**

Particulars	Details
Position	Staff Nurse
Department	General Ward / ICU / OT / Emergency
Location	Metro Hospital, Noida
Date of Joining	21.05.2024
Annual Salary	₹3,25,000 (Rupees Two Lakh Fifty Thousand only)
Probation Period	6 Months
Work Schedule	Rotational Shifts (Including nights, weekends & holidays)

**Terms & Conditions**

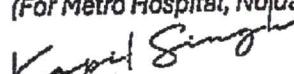
1. During the probation period, your performance will be reviewed periodically. Confirmation of your services will depend on satisfactory performance.
2. You shall be required to comply with all hospital rules, regulations, and standard operating procedures.
3. Confidentiality of patient information and professional conduct must be maintained at all times.
4. Either party may terminate this employment during the probation period by giving one week's notice or salary in lieu thereof. After confirmation, one month's notice or salary in lieu will be required.
5. You may be assigned duties in any department or shift as per hospital requirements.

**Acceptance of Offer**

Please confirm your acceptance of this offer by signing and returning a copy of this letter to the HR Department by **10.05.2024**.

We look forward to welcoming you to Metro Hospital and working together to provide the highest standard of patient care.

Warm regards,  
 (For Metro Hospital, Noida)

  
**Kapil Singh**  
 HR Manager  
 Metro Hospital, Noida

Cardiology Wing  
 X-1, Sector-12, Noida - 201301  
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*V.S.*  
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 Dehradun (Uttarakhand)

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