



**SANJEEVANI HOSPITAL  
& MEDICAL RESEARCH INSTITUTE**  
B.Sc.Nursing,GNM,D.Pharma and Optometry

Ref No.:2024/SH&MRI/018

Date: 11<sup>th</sup> June 2024

**OFFER LETTER**

To,

Ms. Rekha Raturi

Ward No. 07, Bichli Jolly Grant, 248140

Subject: Offer of Appointment for the Position of Staff Nurse

Dear Rekha,

We are pleased to inform you that based on your qualifications, professional background, and performance during the interview, you have been selected for the position of Staff Nurse at Sanjeevani Hospital & Medical Research Institute, Jhabrera, Roorkee.

This offer is being extended to you with the intention of providing an opportunity to contribute to patient care services in our institution. The details of your employment are mentioned below:

**1. Position and Department**

You will be appointed as a Staff Nurse and will be responsible for nursing duties as assigned in the respective wards, OPD/IPD, ICU, and other clinical areas as required.

**2. Reporting Authority-**

You will report directly to the Nursing Superintendent or any other person authorized by the hospital management.

**3. Date of Joining**

Your joining date shall be 6<sup>th</sup> July 2024. Kindly report to the HR Department at 9:30 AM on your first day.

**4. Salary & Benefits**

Your annual gross salary will be Rs. 2,80,000/-. This includes all applicable allowances. Other benefits, if applicable, will be as per hospital rules and policies.

**5. Working Hours**

Your duty will be 8 hours per day, and you may be assigned rotational shifts, including night duty, as per hospital requirements.



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**6. Probation Period**

You will be on probation for a period of 6 months from the date of joining. Upon satisfactory performance, your employment may be confirmed.

**7. Responsibilities**

Your role includes but is not limited to:

- Providing quality medical and nursing care to patients
- Maintaining patient records and medication charts
- Assisting doctors during rounds and procedures
- Ensuring hygiene, sterilization, and safety protocols
- Displaying professional conduct and compassionate care at all times

**8. Conduct & Policies**

You are expected to follow all hospital rules, regulations, dress code, and professional ethics. Violation of these may result in disciplinary action.

We look forward to having you as part of our healthcare team and believe that your contribution will support the mission of providing quality and compassionate healthcare services to the community.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,

HR Department

Sanjeevani Hospital &  
Sanjeevani Hospital & Medical Research Institute  
Medical Research Institute  
Jhabrera, Roorkee, Haridwar, Uttarakhand  
Haridwar, Uttarakhand