**Appointment Letter Date: 01/06/2022**

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| Dear Harish Kumar MH, |
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| We are delighted to offer you the position of **Hospital Administrator** at our hospital, after a thorough review of your application and interview. We believe that your skills, qualifications, and experience make you the best fit for this role, and we look forward to having you on board. |
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| Your appointment will be effective from 01/06/2022. You will report directly to the Hospital Director and will be responsible for the efficient and effective administration of the hospital, which includes but not limited to: |



**Site**

**no. 45, Lakshmipura Road, Near Anjaneya**

**Temple, Lakshmipura, Bangalore**

**-**

**562123**

JK HOSPITAL

***Healing Hands. Caring Hearts.***

**Tel:**

**7975228208**

**;**

**8941087719; 080**

**-**

**29577111**

Email:

jkhospital562123@gmail.com

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|  | • | Overseeing the daily operations of the hospital |
|  | • | Managing the hospital budget and financial activities |
|  | • | Ensuring compliance with healthcare regulations and standards |
|  | • | Developing and implementing policies and procedures |
|  | • | Recruiting, training, and supervising staff |
|  | • | Establishing and maintaining relationships with stakeholders |
| Your salary will be Rs 180000 per year, payable on a Monthly basis. You will be entitled to 2 leaves per month as applicable as per hospital policy and work requirements. | | | |
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| Please note that your employment is subject to satisfactory completion of assigned duties as per our hospital policies. | | | |
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| We look forward to having you on our team and believe that your contribution will be invaluable to our hospital's continued success. Please sign and return a copy of this letter to us, if you accept our offer. | | | |
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| If you have any questions or concerns, please do not hesitate to contact us. | | | |
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| Sincerely,    Dr Siddalingaiah H S  Honorary owner  (On behalf of owner Mr Siddagangaiah) | | | |

***Serving high quality clinical and laboratory services***` *.*