



January 26, 2025

Most. Fatema Zannat

Patiamly, Mallikpur-6540

Patnitala, Naogaon

Appointment Letter

Dear Most. Fatema Zannat,

This is in reference to the interview you had with us, we are pleased to appoint you as **Senior Staff Nurse in Nursing Services** department with effect from February 01, 2025 subject to your acceptance and due compliance of the following terms and conditions:

- 1. Verification:** This appointment is subject to your medical fitness, accepting the code of conduct, verification of your educational certificates, satisfactory background check or any other conviction of criminal offence.
- 2. Job Description:** Your job responsibilities will be defined and determined by the concerned department that may be changed from time to time.
- 3. Salary:** Your monthly Gross Salary will be TK. 22,000 (Twenty Two Thousand Taka Only) based on the following breakdown:

Basic Salary	TK. 14,000.00
House Rent	TK. 4,000.00
Conveyance Allowance	TK. 2,000.00
Medical Allowance	TK. 2,000.00
Total Gross Monthly Salary	TK. 22,000.00
(In Words: Twenty Two Thousand Taka Only)	

- 4. Income Tax:** Income tax on salary & benefits will be deducted at source, if applicable as per the Income Tax Act 2023.
- 5. Probation Period:** You will be on probation period for 06 (six) months with effect from the date of your joining. Your service may be confirmed subject to satisfactorily meeting the performance expectation set for the probation period, during probation period your employment may be terminated by the management or by yourself at any given time.
- 6. Other Benefits:** You will be entitled to other admissible benefits as per SHL's Policies, as may be amended or reviewed from time to time at the sole discretion of the Company.
- 7. Transfer:** The Management of Samorita Hospital Limited reserves the right to transfer you to any unit/function of the Samorita Hospital Limited any time as per the requirement of the company.
- 8. Termination by Employee/ Employer:** This appointment may be terminated by either party at any time by giving 60 days' prior written notice or equivalent days' basic salary in lieu of notice thereof.
- 9. Retirement age:** Retirement age is 60 (Sixty) years, and you will retire from organization on the last day of the month you turn 60 (Sixty).
- 10. Inappropriate Conduct:** You shall be subject to disciplinary action of the Company for any acts of misconduct as provided in rules and regulations or policy or code of conduct of SHL or laws of the land.



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- 11. Exclusivity:** You shall not directly or indirectly engage yourself or be concerned or interested in any other business or in any part time employment or activity of any kind whatsoever for any consideration or with a view to earning any profit for yourself without prior and express written approval of the Company.
- 12. Confidentiality:** All communications, information and other material supplied to or received by or sent by you from or to the Company, or any information concerning the business transaction coming to your knowledge in due course of business under the employment with the Company, shall be kept strictly confidential unless it is absolutely essential for you to disclose them to third parties in which case you shall obtain the specific approval of the Company.
- 13. Policies, Rules and Regulations:** All other terms and conditions of your employment will be governed by the as per SHL's Policies, as may be amended or reviewed from time to time at the sole discretion of the Company.
- 14. Indemnity:** You shall always be and remain liable to indemnify and keep the Company fully indemnified and harmless for any loss/claim/damages, both direct and consequential, which will be incurred or suffered by the Company for your act, negligence, misrepresentation, omission or breach of any terms contained herein or of any rules, regulations, policies, instructions, guidelines, laws and/or code of conduct of the Company.
- 15. Documents:** In order to complete the joining process, you should provide us all the declared documents according to your resume and the following (on priority):
 - a. You will have to submit the copy of your Bangladesh Nursing and Midwifery Council registration certificate for additional medical qualification at the time of your joining. You will be liable to renew your Bangladesh Nursing and Midwifery Council registration certificate from time to time and submit it to Human Resource Department on time.
 - b. 01 (One) Copy of all academic certificates along with originals for verification, originals will be returned to you after verification.
 - c. Evidence of your nationality (National ID or passport).
 - d. 2 (Two) copies of your recent passport size photograph.

We are pleased to welcome you to our organization and sincerely hope that your close association and involvement with us will be mutually satisfactory. Should you wish to accept this offer, please sign on two copies of this document. Please retain one copy for your record and return the other copies to HRD along with duly filled joining pack.

Yours Sincerely,

Tahera Sultana
Assistant General Manager
Human Resource

Terms Acknowledgement & Acceptance:

I have read, fully understood and acknowledged the terms & conditions of this employment offer and hereby accept and abide by the terms and conditions mentioned herein during my employment with Samorita Hospital Limited.

Signature:
Name:
Date: