



6th November 2024

Keerthika

#### **OFFER OF EMPLOYMENT**

We are pleased to offer you employment with Legacy Med (Pvt) Ltd, with effect from 7th November 2024 for the post of Senior Executive You will be required to work from office.

#### **Package**

Salary 36,009/- Gross

Travelling Allowance – 3,000/- only for Night shift

Sodexo Coupon – 3,300/- approx. per month

Attendance Bonus – 1500 per month

Transport - Cab will be provided if travelling allowance is availed only to the address mentioned by you at the time of interview which is a point pick and drop within 30KM radius

Appraisal will be in 1 year Please note the hikes will be determined by the Management purely based on performance

#### **Shift Time**

7 p.m to 4 am (Shift may change according to Client requirement)

Please produce the following documents at the time of joining. Once all the documents are produced you will be issued with the appointment letter. **The Document process needs to be completed within 1 week from the date of joining and followed up with HR for the Appointment Letter**

1. Updated CV with signature
2. Copies of educational certificates including mark sheets of X and XII
3. Copies of 3 months' Salary Slips
4. Copies of 3 months Bank Statements justifying the deposit of salaries
5. Relieving letters and offer letters of former companies worked in as per CV
6. Copy of birth Certificate
7. 2 Copies of PAN card – Mandatory to submit at the time of joining
8. 2 Copies of Aadhar card – Mandatory to submit at the time of joining
9. UAN No.
10. 2 passport size photographs
11. Address Proof – Temporary and Permanent
1. **Its Mandatory to take both vaccinations and the vaccination certificate is an obligatory document for employment**

**Please note original documents should be submitted for cross verification with the copies submitted.**

**You will be recruited with a Reference Check and a detailed BGV will be carried out and if any negative feedback from ex employers or any false information has been provided by you, you will be subject to immediate termination without notice or pay**

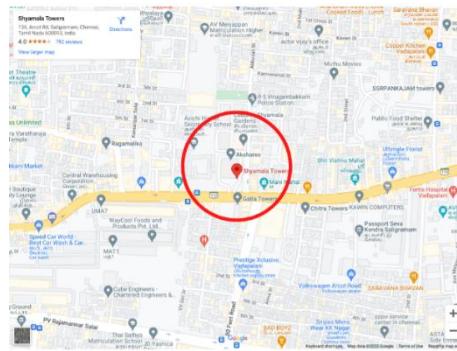
We welcome you to the Legacy team and wish you a long and successful career with us.

**LegacyMed (Pvt) Ltd**



**Dilrukshi Amirthalingam**  
Director Human Resources

**Legacy Med (pvt) Ltd New Office Location :- <https://goo.gl/maps/TkNsXaoGMjgdsuoA6>**



Legacy Med (Pvt) Ltd Shymala Towers, # 136, Arcot Road, Saligramam Chennai, 600093  
Website: [www.legacyhealthllc.com](http://www.legacyhealthllc.com)