

From: Suvasish Mukherjee suvasish.mukherjee@tmckolkata.com
Subject: Internship Offer- Snuhi
Date: 02-Dec-2021 at 6:19:20 PM
To: snuhidasgupta@gmail.com
Cc: Rainy Bhattacharya rainy.bhattacharya@tmckolkata.com

Email: snuhidasgupta@gmail.com

Dear Snuhi,

This is with reference to the interview you had with TTCRC and the subsequent discussions we had in this regard. We are pleased to inform you that we have selected you as an **Intern** for TTCRC. Your start date has been decided as 15th December 2021 or the mutual convenient date. We are enclosing herewith your internship offer to you for your perusal and acceptance please.

May I request you to kindly bring the following documents on the day of your joining:

- 1) Resignation acceptance letter/ Release letter (As applicable)
- 2) Copy of Passport, PAN Card, Ration Card, Voter ID Card, Driving License, Adhaar Card
- 3) TMC application form (we will provide)
- 4) Copy of all credentials (Educational, Experience and Registration certificates)
- 5) 3 Passport Sized photographs
- 6) Self Reporting Declaration Form (We will provide)

Please carry a complete set of xerox with the originals for verification.

Kindly acknowledge, accept and confirm your joining.

Please note that All new staff joining TMC will need to submit a copy of a COVID-19 test report before they join. The date of the COVID-19 report cannot be more than 3 days before joining.

- i. If report is negative, the staff can join immediately.
- ii. If report is positive, the date of joining will be deferred until the staff produce a negative report.

Please feel free to contact us in case you need any clarification on the same.

Many thanks and kind Regards
Suvasish Mukherjee
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