

[Date, Month, Year]

[Candidate Name]

[Address Line 1]

[Address Line 2]

[City], [State] [Pincode]

**Subject: Appointment for post of [Designation]**

We are pleased to be able to advise you of your appointment to the position of ..... within our Organization commencing on *Date, month and year*. In that position you will report to *Name and position*.

This Letter of Appointment and the attached Appendices will form your Contract of Employment.

During the period of your Contract you will be based at [*Location*], but you may be required to relocate to another location.

The appointment is a permanent, full time position subject to the satisfactory completion of a *three/six*-month probationary period commencing on *XX* date and concluding on *YY* date as discussed during your interview. During the probationary period the employment can be terminated with one day's notice by either party.

- Your employment may be terminated by the employer providing 4 weeks' notice or payment made in lieu thereof. You may terminate your employment by providing 4 weeks' notice. Your employment will be terminated summarily for any of the reasons.
- In that position you will be required to work ..... hours per fortnight between the hours of .....am and .....pm Monday to Friday.
- If you are required to perform work outside the hours 7 am and 7 pm Monday to Friday, or on Saturday or Sunday, you will be paid at the appropriate overtime rates specified in the Award and/or Agreement. You should note that overtime must be authorised by your immediate supervisor.

- You are required to attend an Induction Program at *time/day/date/location*. During the Induction Program you will be provided with detailed information relating to the Occupational Health and Safety requirements and Code of Conduct. It is necessary for you to become fully aware of the details of both documents and you will be asked to sign a form indicating that you have read and understood both documents.
- As salaries are paid fortnightly into a nominated bank account you will be asked to complete the appropriate form providing details of your bank account in order to be paid.
- **Salary** - You will be remunerated by the payment to you of a salary of [Amount] per month subject to deductions for:
  - I. Medical Aid
  - II. Pension
- **Leave/Holidays**
  - I. You are entitled to casual leave of [**Casual Leave**] days.
  - II. You are entitled to [**Sick Leave**] working days of paid sick leave.
  - III. The Company shall notify a list of declared holidays in the beginning of each year.
- **Nature of duties** - You will perform to the best of your ability all the duties as are inherent in your post.
- **Company property** - You will always maintain Company property in a good condition, which may be entrusted to you for official use during the course of your employment failing which the cost of the same will be recovered from you by the Company.
- **Confidential Information**
  - I. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

- II. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.
  - III. At no time, will you remove any Confidential Information from the office without permission.
  - IV. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- **Notices** - Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.
  - **Governing Law/Jurisdiction** - Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of [Court Name] only.

We welcome you, and look forward to receiving your acceptance and to working with you.

We look forward to a mutually beneficial association ..... *etc etc*.

If you have any queries regarding any aspects of your appointment or the terms and conditions of your employment, please contact ..... on .....

Yours faithfully

*Appropriate Manager*

## Schedule I - Compensation Details

### Salary Structure

Basic Salary	
House rent allowance	
Medical allowance	
Leave travel allowance	
Additional Benefits	
Performance incentive	
PF Contribution	
ESI Contribution	
Stock Option	
Car	
Telephone	