# Letter of Offer

**(Permanent Employment**)

<REF NO: COMPANY NAME/DEPT/MMYY/OFFER NO>

DD MM YYYY

**Candidate Full Name**

**Address**

Sub: Job offer

Dear Mr/Ms<Candidate Last Name>

We are pleased to offer you the position of **<Designation>** in our **< Name of Function>** based at**<Location of Posting>.**

Your immediate supervisor will be**<Name of Reporting Manager>.** We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

* **Salary:** Annual gross starting salary of **Rs.< Annual CTC>**, subject to tax and other statutory deductions
* **Sales Incentive:** As per the prevailing company scheme **< Only Applicable for Sales personnel>**
* Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till **< Expected date of joining>**.  Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **<Location> office**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For **<Name of the Organization>**

**<Designation>**

# Appointment Letter-Permanent

**(Permanent Employment**)

<REF NO: COMPANY/DEPT/MMYY/APPT NO>

7th September, 2012

<Title. Name of the Employee>

<Residential Address>

**Subject:** Letter of Appointment

**Dear Mr.**

This has reference to your application and subsequent interviews you have had with **<company name>**. We are pleased to appoint you as **<Designation>** in its < **Name of Function>** function based at **<Location of Posting>**. Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a monthly gross salary of **Rs. \_\_\_\_\_\_\_\_\_\_\_/-** **(Rupees \_\_\_\_\_Only)** per month.

1. ***Working Hours***

Your working hours will be 10 am to 6:30 pm as per the current company policy. The company observes a 6 day work week.

1. ***Date of Appointment***

Your date of appointment as per company records is **\_\_\_\_\_\_\_\_\_\_**.

1. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

1. ***Probation Period***

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

1. ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

1. ***Travel***

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

1. ***Responsibilities***

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company’s Performance Management System.

1. ***Retirement Age***

The normal retirement age for all employees is **60 years**.

1. ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months**’ notice or **one** months’ salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months’ salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

1. ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

1. ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

1. ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor’s business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

1. ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company’s affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

1. ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

1. ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

1. ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company’s employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **<company name>** family and trust we will have a long and mutually rewarding association.

Yours faithfully,

# Appointment Letter- Contract

<REF NO: COMPANY/DEPT/MMYY/APPT NO>

<MM/DD/YYYY>

<Title. Name of the Employee>

<Residential Address>

**Subject: Consultancy Assignment**

Dear <first name>,

This has reference to your application and subsequent interviews you have had with us. We are pleased to offer you a Consultancy assignment in our <Company Name> based at <site name>, with effect from <MM/DD/YYYY>, on the following terms and conditions.

The Company undertakes <describe nature of projects / assignments> at various locations and you are being engaged for the <name of customer and project>, based at <location>, on the following terms & conditions:

**Scope of Work**

You will be responsible for:

<Key Responsibility Area 1, Area 2 etc>

Management reserves the right of changing the scope of your work or your posting based on business exigencies.

1. **Terms**
2. This contract will be valid for <define tenure> with effect from <DD/MM/YYYY> or on completion of <describe site duration>, whichever is earlier.
3. You would be paid monthly consultancy fees of Rs. \_\_\_\_\_\_\_/- (Rupees in words) per month subject to TDS.
4. Inland Travel: You will be entitled for <define travel fare limit> or <upper limit of travel fare> or equivalent for Business travels. You would stay at company transit houses wherever available. You would be paid a daily boarding allowance of Rs. \_\_\_/- from which expenses towards meals would be deducted. If you stay with relatives or friends you would be paid an additional amount of Rs. \_\_\_/- per day. If required to stay in hotel the daily limit for reimbursement would be Rs. \_\_\_\_\_/-
5. You would be reimbursed the cost of any official long distance calls made by you upon submission of bills.
6. You are expected to work for \_\_\_\_\_\_ days in a year and you should inform your non availability in advance.
7. During the course of your employment with <Company Name>, you will be required to abide by <Company Name>, code of conduct as detailed out in Annexure A. Non-compliance to the code of conduct will lead to termination without notice and the management may (depending on the nature of violation) proceed with legal lawsuit.

The contract may be terminated with one month’s notice from either side or on payment of one months salary. **< The period will be 3 months for senior personnel like sales Head, Operations Head, Factory Manager>**

1. **Confidentiality of Information**
2. You will not divulge information about the company, customer, and progress of the project to any outsider without prior approval from your supervising manager.
3. You will not undertake similar assignments from competitors of the <Company Name>, during the course of this contract.

You will take utmost care during the course of this contract in handling business information of **sensitive nature to maintain its secrecy.**

1. **Reporting**

You are required to inform the progress of your work to <Name & Designation of reporting supervisor>

Kindly communicate your acceptance of this contract by signing a copy of this letter and returning it to us.

Thanking you.

Yours sincerely

For <Company Name>

**Managing Director**

CC: Accounts Manager

Accepted by : <name of candidate>

Signature of the Candidate : <signature>

Date:

Location:

# Confirmation Letter

<REF NO: COMPANY NAME/DEPT/MMYYYY/EMPLOYEE NO>

MM DD,YYYY

<Name of the employee>

<Location>

Dear <Employee Name>

Consequent to your probation review for the period \_\_\_\_\_ to \_\_\_\_\_\_, we are pleased to confirm your services in the organization w.e.f \_\_\_\_\_\_\_\_\_\_\_\_\_.

You will now be entitled for <mention benefits / allowances if any>. All other terms and conditions as detailed in your appointment letter remain unchanged.  
  
We look forward to your valuable contributions and wish you all the very best for a rewarding career with <Company Name>

Note: Please sign the duplicate copy of this letter as a token of acceptance of the same.  
  
  
  
For,

**<Name of the Company>**

<Name of authorized signatory> <Designation>

# Experience Letter

**(Applicable to any category of employment)**

MM DD, YYYY

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr/Ms. <Name of Employee>** was in employment with us from <**MM DD, YYYY> to <MM DD, YYYY>**. During this period, he/she was working as a <**Designation>** and was based at <**Location of Posting>**.

During his employment with us we have found him to be sincere and hardworking with high integrity.

We wish him all the best for his future endeavors.

Thanking you

Yours sincerely

**For <Company Name>**

**<Name of authorized signatory >**

**<Designation>**

# Relieving Letter

**(Applicable to any Category of Employment)**

**<REF NO: COMPANY NAME/DEPT/MMYYYY/EMPLOYEE NO>**

**MM DD, YYYY**

Name of the Employee

Location

Dear **<Employee Name>**

**Sub: Relieving Letter**

We are in receipt of your resignation dated **MM DD, YYYY.**

We have accepted your resignation and as per company policy you will be relieved with effect from **<Last date of employment>**

We wish you all the best for your future endeavors.

Thanking you

Yours Sincerely

For **<Company Name>**

**<Name>**

**<Designation>**