<<Date>>

# Letter of Appointment

<<Name>>

<<Location>>

Dear <<Name>>**,**

We are pleased to offer you a position with us as **“<<**Designation**>>”** on the following terms and conditions mentioned below:

1. You are expected to join work on <<DOJ>> at <<Location>> or at any other place stipulated by Allset. You will perform your assignment at the time and place stipulated by the officer to whom you report.
2. You shall be in training for a period of six months.
3. Your appointment shall be confirmed on successful completion of your training.
4. You would be paid a consolidated salary as per Annexure every month which will be paid to you on or before 7th of every month for the period of your assignment. And you will be eligible for incentives based on your performance and achievement of target. You are not eligible for any other reimbursements or allowances for your assignment.
5. Confidentiality: You shall maintain in strict confidence any information coming to your knowledge about Allset’s customers, business plans, strategies, financial details, employees, trade secrets, etc., because of your association with Allset and shall not disclose the same to any third party unless required by law. This clause shall survive termination of your services.
6. Termination:

Allset may terminate your services in the event of the following.

* 1. If you are to breach the confidentiality and Non-disclosure clause given above in any manner whatsoever.
  2. If you being to breach the conditions of employment.
  3. If you are insubordinate to your supervisory officer making it impossible for your supervisor to continue supervising your work.
  4. If you were to refrain from attending office deliberately and do not come to work without giving any reason for a period of 5 continuous working days
  5. If you are undisciplined and do not follow the rules of Allset deliberately causing unrest among your colleagues.
  6. For any ground of moral turpitude.
  7. If you are not performed as per company process / targets.
  8. If you are not adhering company policy.

Exclusivity: During the term of your agreement with Allset you will adhere to the full working hours prescribed by the officer in charge of your assignment. You will act exclusively for Allset and shall not directly or indirectly engage yourself in providing similar services to any other entity.

1. Liability: You hereby state that you
   1. Are not under any employment contract with any other entity, other than Allset.
   2. Are a major (above 21 years of age) and have the capacity of understanding the terms of this contract.
   3. Must ware helmet while driving Two-wheeler and must carry the license and insurance at any cost
   4. Should be medically fit to do your services on your job
   5. That you have not been involved in any act of criminal intent that has caused any Police authority to charge sheet you under the provisions of the IPC or any other connected or related laws either in India or out of India.
   6. That all the certificates produced by you is genuine and that the statements regarding your personal details are true and agree that if Allset were to find any discrepancies of any of the information supplied by you, Allset will dismiss your service without notice.
   7. That Allset reserves the right not to employ you in any other project or its related companies. And that Allset can and has the right to transfer you to any other portfolio or location that it deems fit
   8. In case you decide to leave the company, you have to give the thirty days notice period from resignation date to relieving date.

<<Salary Structure>>

I have gone through and understood the terms & contents and salary Annexure. By affixing my signature. I confirm my acceptance of the terms of this letter.

Yours faithfully,  **I accept and agree to the above terms**

**and conditions**

Authorized signatory

**----------------------------------------**