[Date, Month, Year]

[Candidate Name]

[Address]

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

Dear [Mr.] [Candidate Name],

We are pleased to offer you, the position of [Designation] with [Company name] (the ‘Company’) on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of [Starting Date, Month, Year]

**2. Job title**

Your job title will be [Designation]

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9.00 AM to 6.30 PM and if necessary for additional hours depending on your responsibilities.

**5. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**6. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**7. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**8. Termination**

8.1 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

8.2 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients’ business affairs.

**9. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees’ benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

**10. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

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

Yours Sincerely,

[Name of Supervisor]

[Supervisor Designation]

[Date]