

Sample Format of Appointment Letter

Name: _____,

Address: _____

Dear _____,

Subject: Appointment Letter

We are pleased to confirm your appointment in the (*Organization Name*) on the following terms and condition:

Date	:	_____
Designation	:	_____
Present Salary	:	_____
Grade	:	_____
Scale of Pay	:	_____

During the employment with us the following will be amongst the principal terms of employment:-

- You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or from one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.
- You will abide by the Service Rules of the Company which are in force for the time being or which may come into force from time to time.
- You shall not carry on any business or engage in any avocation full or part time: or enter for any part of your time in any capacity the services of or be employed by any other company or firm whether engaged in similar business.
- You shall be responsible for the safe keeping and return in good condition and order of all our property such as tools, equipments instruments books uniforms etc. Which may be in your use custody or charge? We reserve our right to deduct the money value of all such changes from your wages or dues and take such other action as may be deemed proper in the event of your failure to account for such property to our satisfaction.
- While discharging your duties, you shall observe utmost civility towards the customers your superior's fellow employees and all such persons who have dealings with the Company.
- You will be entitled to benefits of leave and employees of the Company under the Factories Act.
- You shall keep us informed of any change in your local or permanent address or in your civil status.

- h) If during your employment with us your conduct or behavior is not satisfactory or is found unbecoming on is detrimental or warrants further investigation you are liable to be suspended from duty. During the suspension period you will be paid subistence allowance as per the Model / Certified Standing Orders.
- i) The management may in the event of fire Act of God catastrophe epidemic riot civil commotion stoppage or shortage of fuel power slow or broke – down of Machine or finance you may be laid – off or retrenched as may be considered necessary. In case off lay – off or retrenchment for any reason as mention above you shall be paid compensation as per the provisions of Industrial Disputes Act 1947.
- j) Your services may be terminated at any time by giving one month notice in writing on either side. In case you leave the services without giving the requisite notice, we shall have the right to deduct as liquidated damages' an amount equivalent to as deduct salary / wages from the money or moneys that may be due to you.
- k) You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Secord of your age.
- l) Your services are also liable to be terminated on one month's notice or salary in lieu of notice for any reason including the followings.
- I. Continued illness for a long time or frequent intermittent illness.
 - II. Physical or mental disability or infirmity defective eye – sight or hearing etc.
 - III. Reasonable doubt of commission of any act of serious misconduct.
 - IV. Bad reputation or receipts of report from police or any Government Department.
 - V. Continued low efficiency or poor working.
 - VI. Conviction in a Court of law for any offence including moral turpitude.
 - VII. Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

Your faithfully,

(For _____)

(DIRECTOR)

(Candidate Acceptance)

I hereby accept the employment on the terms and conditions mentioned above and fully explained to me further agree that in the event of any declaration given by me is found to be false, then my services shall stand terminated forthwith.

(Signature of the Applicant)