

Appointment/Offer Letter
Sample Template

Dear Mr. _____,

We have pleasure in appointing you as **PRODUCT SUPPORT EXECUTIVE** of Digital Publishing Department, Delhi Office in our organization, effective **1st Oct²⁰¹⁵** on the following terms and conditions:

1. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure *A* Compensation will be governed by the rules of the Company on the subject, as application and/or amended hereafter.

2. Salary revision

Your salary will be reviewed on **1st July 2016** and onwards or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to and on the basis of effective performance and results. The entire appraisal of the salary would be considered as hike minimum of 5% in the basic salary. Apart from appraisal promotion will be done on three years of working cycle. Appraisal and promotion are also the management discretion. Also, the bonus will be facilitated on July 1st as on the basic pay.

3. Posting & Transfer

Your initial posting will be at **“DEHRADUN – UTTARAKHAND”** However, your services are liable to be transferred at the sole discretion of Management, in such other capacity as the company may determine to any department / section, location, associate, sister concern or subsidiary, at any place in India whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service application at the present placement location.

4. Absence / Leave Rule

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service as detailed in Annexure *A* During the period of your employment with the Company's you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office honorary or for any consideration in cash or in kind or otherwise, without the prior written permission of the Company.

5. Probation / Confirmation:

You will be on a Probation period for the Six month Based on your performance your services will be confirmed with the company in written after six months. During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing once confirmed you position as a full time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company. Without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

6. Confidentiality

You will not (except in the normal course of the Company's business) publish any article or statement delivers any lecture or broadcast or makes any communication to the press including magazine publication relating to the Company's products or to any matter with which the Company may be concerned unless you have previously applied to and obtained the written permission from the Company's. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter. You will not at any time, during the employment or after without the consent of the Board of Directors disclose or make public except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

7. Intellectual Property

If you conceive any new or advanced method of improving designs / processes / formulae / systems, etc in relation to the business / operations of the Company, such developments will be fully communicated to the company and will be and remain the sole right/propend

of the Company. You will be required to maintain utmost secrecy in respect of Project documents commercial offer design documents Project cost & Estimation. Technology. Software packages license, Company's policy, Company's patterns & Trade Mark and Company's Human assets profile. Also the usage of personal USB Drives and CD ROMs are strictly prohibited within the organization. In any case. If you want any kind of data, inform the immediate superior authority and he/she will provide the same.

8. Responsibilities & Duties

You work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results

9. Past Records

If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases you will be liable to removal from services without any notice.

10. Retirement

The retirement age is 60 years. You will retire from the employment of the Company at the end of the month in which you attain 60 years of age.

11. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one week's notice or salary in lieu thereof. However on confirmation the services can be terminated from either side by giving one-month (30 Days) notice or salary in lieu thereof. Upon termination of employment you will immediately hand over to the Company all correspondence specifications, formulae, books, documents market data cost data drawings effects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment you will also return all company property which may be in your possession.

12. Medical Fitness

This is subject to your being and remaining medically fit while working in the organization.

13. If at any time in our opinion which is final in this matter you are found non-performer or guilty of fraud, dishonest disobedience, disorderly behavior, negligence, indiscipline absence from duty without permission or any other conduct considered by us deterrent to

our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

14. You will not accept any present commission or any sort of gratification in cash or kind from any person party or firm or Company having dealing with the company and if you are offered any you should immediately report the same to the Management.

15. You will be responsible for safekeeping and return in good condition and order of all Company property which may be your use custody or charge.

16. All legal matters are subject to Delhi Jurisdiction.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Your faithfully.

For Company Name: _____

Signature

HR Manager

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

(Signature and Date)

Mr. _____

HR Helpboard