

APPOINTMENT LETTER

Sample Template

Dated _____,

Name:- _____,

Father's Name:- _____,

Address:- _____

SUBJECT:- APPOINTMENT TO THE POST OF _____

We are pleased to confirm that you are in our employment w.e.f. _____ Presently you are in our employment as _____ at a salary of Rs. _____ H.R.A. Rs. _____ per month. Further you are in the service on the following terms and conditions:

1. That the services are liable to be terminated with one month notice or payment of salary in lieu thereof on either side.
2. On confirmation you will be further entitled to other benefits as may be admissible to other confirmed employees of your category.
3. That it will be the discretion of the Management to assign you any work and regulate the working hours the normal working hours or duties shall be 9 hours with one hours as rest.
4. You will be a full time employee of the _____ will not work any where else nor accept any payment in cash or kind from the other candidates / organization.
5. You will discharge your duties faithfully and observe the timings regulated by the Management from time to time.
6. That if any misconduct is alleged against you, you can be suspended from duty without wages. However, if you are held guilty of all or any of the charges leveled against you, you will be treated absent from duty during the period of suspension.
7. In all other matters included removal from service on disciplinary grounds or any other matter, you will be Governed by the _____ rules as in force or which may be enforced from time to time.
8. This office is subject to your being declared medically fit by our medical officer (Medical checkup) and verification of original certificates.
9. You are requested to sign the duplicate copy of this letter as a token for acceptance of the duties and responsibility as token of acceptance of the above terms and conditions.

For _____ (Regd.)

President

I confirm the contents of the letter as correct and accept the Employees Service Rules of the Society.

Signature of Employee

HR Helpboard