

Appointment Letter Format

Sample Template for Example Only

Dated _____

Name of the Appointee

Complete Address

City, State with Pin code

Dear _____ (Use the First name)

We (firm) are pleased to appoint you as (Mention job role) as per the following terms of appointment (Agreement)

1. Appointment

- The firm hereby appoints the employee as an (mention job role) w.e.f. (mention date of joining) and the employee agrees to undertake and execute such responsibilities as may be delegated to him/her by the firm from time to time. The appointment shall be subject to a period of probation of six months from the date hereof. The period of probation shall be subject to reduction or extension at the sole discretion of the management. Employee's retention beyond probation period will be strictly based on merit and performance. Probation shall be deemed complete only after the issuance of "confirmation letter" by the management.
- The place of employment shall be Delhi. However, depending on the time constraint within which the firm may have to provide services to its clients, the employee undertakes to make himself/herself available in respect of the business of the firm during such times.

2. Compensation and Remuneration

The employee shall be paid a monthly remuneration and reimbursed for the expenses incurred in relation to official work subject to the prevailing tax laws.

3. Employee Undertakings, Commitments and Covenants

- The employee agrees that he/she shall perform his/her duties and undertake responsibilities within the mandate of work place and office policies of the Firm, as modified from time to time, at the discretion of the Firm, and shall use his/her sincere and dedicated efforts to effectively carry out all duties and responsibilities assigned to him/her by the manager/supervisor and others authorized by the Firm to assign such duties and responsibilities.
- Waiver. The rights of the Parties as under this agreement shall not be prejudiced or restricted by any indulgence or forbearance extended to another party. No waiver by any party in respect to breach shall operate as a waiver in respect of any subsequent breach
- Survival. The Employee hereby agrees that all terms relating to Confidentiality, Intellectual Property Rights, Non Compete and Consequences of termination shall survive termination of this agreement
- Entire Agreement. This Agreement together with other writings signed by the Parties expressly stated to be supplemental hereto and together with any instruments to be executed and delivered pursuant to this agreement, constitutes the agreement between the Parties and supersedes all prior understandings and writings, and may be amended or changed only by a writing signed by the Parties hereof.
- Governing Law and Jurisdiction. This agreement shall be construed, interpreted and applied in accordance with, and shall be governed by the laws applicable in India. The courts at Delhi shall have the exclusive jurisdiction to entertain any dispute or suit arising out of or in relation to this Agreement.

4. Your salary structure would be as follows:

Components	Amount (Rs.)
Basic	
HRA	
CCA	
Conveyance	
Medical	
Total per month	
Total per annum	
PF Employer Contribution Per Annum	
EX-Gratia (Per Annum)	
Annual Cost to Company (CTC)	

Your salary shall be subject to statutory deductions as applicable from time to time and the allowances shall be subject to statutory variances if any.

Yours Sincerely
For (Company Name)

Signature
Authorized Signatory (Name & Designation)

I have read and understood the above emoluments and hereby confirm my acceptance of the same.

Name with Signature
Date_____