**EMAIL TEMPLATE**

**COMPANY APPOINTMENT LETTER**

Appointment to the position of “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” **(designation of the job).**

With reference to your application for employment and subsequent interview with us, we are pleased to appoint you as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Job designation)** in our organization on the following terms and conditions.

1. The effective date of your appointment is \_\_\_\_\_\_\_\_ **(date of appointment).**
2. You will serve a probationary period of six months before being confirmed in your position of employment based on satisfactory performance. During this period termination of service may be at short notice of 15 days.
3. After confirmation the employment may be terminated by either side giving notice of one month or payment equivalent to one month’s salary in lieu of notice.
4. Your gross monthly salary will be Rs \_\_\_\_\_\_\_\_\_\_/- which will be subjected to the statutory deductions as per the state’s law. However, management may exercise the option to review it depending on your performance and conduct.
5. You will be entitled to 15 days of earned leaves only after one year of the uninterrupted service. Sick and casual leaves will be treated on as it comes basis.
6. This contract shall be deemed to be terminated at incidences of gross misconduct of the employee or underperformance during your probation period.

We heartly congratulate and welcome you to the family of \_\_\_\_\_\_\_\_\_\_\_ **(company name)**

Yours truly,

For \_\_\_\_\_\_\_\_\_\_\_\_\_ **(company name),**

Authorized signatory.