**LETTER TEMPLATE**

**COMPANY APPOINTMENT LETTER**

Date:

**Sub: Appointments of Non-Teaching Staff –regarding**

Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_is appointed as \_\_\_\_\_\_\_\_\_\_\_\_ **(designation of the employee)** in the department of \_\_\_\_\_\_\_\_\_\_\_\_**(department)** at \_\_\_\_\_\_\_\_\_\_\_\_\_ **(Company Name, Address)**.  This appointment takes effect from the date of his/her joining. He shall attend to all works/duties as assigned by institutional authorities from time to time.

An annual CTC of Rs\_\_\_\_\_\_\_\_\_/- will be paid to him/her which will subject to statutory deductions as per company policy.

This appointment is governed by the service, conduct, and leave rules of the institution in force from time to time and is terminable with three months’ notice on either side or notice pay in lieu thereof.

He / She has to submit the certified copies of all his/her certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked if any should be submitted.

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

Authorized Signatory.

Employee Signature.