**EMAIL TEMPLATE**

**COMPANY APPOINTMENT LETTER**

With reference to your application for employment and subsequent interviews held at our office, we have the pleasure to inform you that the management has decided to appoint you as a \_\_\_\_\_\_\_\_\_ **(job designation)** on the following terms and conditions.

**Compensation:** You will get an annual CTC of Rs \_\_\_\_\_\_\_\_\_\_ /- **(amount in words)** the details of which is been given in the Annexure attached below.

**Period of Probation:** You will be on a probation period of six months from your date of appointment. Based on your performance your services will be confirmed with the company.

**Leaves:** You will be eligible to benefits of the company’s leave rules on your confirmation in the company’s service. Absence for a continuous period of 10 days without prior approval of your supervisor will result in termination of your employment without any further notice.

**Location of work:** Your present place of work will be at \_\_\_\_\_\_\_\_\_\_\_ **(location name)**, but during the course of the service, you shall be liable to be posted or transferred to anywhere to serve the company’s projects at the sole discretion of the management.

**Working hours:** The working hours are going to be from \_\_\_am to \_\_\_ pm. You will be required to work five days a week, and your weekly offs may not necessarily be Saturday and Sunday. The company reserve the right to change your working days and hours.

**Notice Period:** After confirmation of your employment notice of termination of employment will be three **(3)** months’ notice in writing or three **(3)** month’s salary in lieu of notice from either party.

Yours sincerely.

For the \_\_\_\_\_\_\_\_\_\_,

Authorized Signatory.