**LETTER TEMPLATE**

**COMPANY APPOINTMENT LETTER**

Date

Name of the employee

Complete Address

City, Pincode

Country.

**Subject: Appointment Letter for the Post of (Mention Job Title)**

Dear, **(Use First name)**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of **(Job Title)** in our organization, with effect from **( mention date of joining on or before)**  on the following terms and conditions:

* You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
* Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
* Your employment is for Company Name\_\_\_\_\_\_\_\_\_\_\_ location, but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
* You will be subject to the Company’s rules and regulations for the time being in force and as amended from time to time.
* During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.
* It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization’s functioning, finances and prospects and you shall be bound by the organization’s decisions in this behalf.
* You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
* After tendering resignation from the company, an employee needs to return all company assets such as laptops etc. in his/her possession.
* During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.
* You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Yours’s faithfully.

For **(Mention the Company Name)**

Signature

HR Manager