# **EMAIL TEMPLATE**

# **COMPANY APPOINTMENT LETTER**

# Dear Mr/Mrs/Ms\_\_\_\_\_\_\_\_\_\_\_

Further to our letter of offer/ interview dated <date of interview>, we are pleased to inform you that you are hereby appointed as <job title> in the <name of department> Department of our Organization to be based at <location> as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from <date of Joining> the date of your joining our organization.
2. Your salary and other allowances shall be **as per enclosed statement.**
3. Your job functions and responsibilities as <job title> will be as defined broadly in the enclosed Annexure
4. <mention the probation period if any & their terms & conditions. Also mention the termination or resignation conditions during the probation period.>
5. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. <Mention the governing laws under which the employee is entitled for benefits and compensation>
6. Periodic & consistent overall performance & performance parameters set by company will guide your future increments or promotion or any other salary increase. The performance parameters may change as per management consent, from time to time.

1. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
2. <Mention the age of retirement from the services of the company>

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| --- | --- | --- | --- | --- |
| 9. | (i) | | <State that whether or not the employee’s services are transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company or existing or to come into existence in future, in present country or abroad> | |
|  |  | |  | |
|  | ii) | | The aforesaid Clause (i) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern. | |
| 11. | <State the consequence of absent from duty without information or permission of leave or overstay your sanctioned leave> | | | |
| 12. | Your services are liable to be terminated at any time : <List any or all the following reasons> | | | |
|  | i) | | <State if found medically unfit clause> | |
|  | ii)  iii) | | <State if found guilty of any conviction by the Court of Law during the tenure of his/her service with your company or conviction in past>  <State if he/she not found to possess desired qualification in accordance authority and / govt. regulations required from time to time or required for business>. | |
| 13. | | <Mention to compulsorily inform company in case of change in residential address during service with the company> | | | |
|  | |  | | | |
| 14. | | All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment. | | | |
|  | | During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the “SECRETS”. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least <mention number of years> years period. | | | |
| 15. | | You shall carry out the job of <job title> and such other jobs connected with or incidental to which is necessary for business of the Company. <Can also mention that employee may be expected to perform the duties or roles which are temporarily assigned to him/her during employment tenure> | | | |
|  | |  | | | |
| 16. | | You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters. | | | |
| 17. | | <Mention that he/she should take care of the material or tools or equipment given for official use and should be returned in acceptable manner at time of resigning or termination from the services of the company> | | | |
|  | |  | |  | |
| 18. | | <Mention the that whether or not any balance of advance or loan taken from the Company, shall be fully recovered from salary and any other legal dues including Gratuity, at the time of your leaving the services of the Company>. | | | |
| 19. | | While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account. | | | |

We hope to have a successful association for our company

Yours faithfully,

**For <Company Name.>,**

**<Name>**

**Managing Director / Director**

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_