Employee Name, Date:

Address of employee.

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 in written after six months.

**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.

We welcome you \_\_\_\_\_\_\_\_\_\_\_(company family) and looking forward to collaborate with you.

Yours sincerely.

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

Authorized Signatory.

I hereby acknowledge receipt of this letter and accept the offer contained therein and the terms and conditions attached thereto.

Date: Employee Signature.

**ANNEXURE TO LETTER OF EMPLOYMENT - STAFF**

|  |  |
| --- | --- |
| Name |  |
| Designation | **Executive** |
| Department | **Accounts** | Date of Joining | **22-05-2021** |
| **Component** | **Current CTC** | **Remarks** |
| **For Fixed Salary** | **25000.00** |  |
| Basic Salary | 15000.00 |   |
| HRA | 3000.00 |  |
| Transport ( Conveyance) | 1600.00 |   |
| Medical Allowances | 1250.00 |  |
| Other Allowance | 4150.00 |  |
| **1) TOTAL GROSS SALARY PER MONTH** | **25000.00** |  |
| **2)** PF – Employer Contribution | 1800.00 | 12% of Basic Salary |
|  **3)** Medical Insurance | 500.00 |  |
| **4) TOTAL CTC PER MONTH (1+2+3)** | **27300.00** |  |
| **Total CTC PER ANNUM** | **327600.00** |  |