Date:

**Mr. / Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:**

**Dear Mr. / Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sub:** **LETTER OF EMPLOYMENT**

We refer to your application seeking employment with **COMPANY NAME** and also the subsequent interviews you had with us.

We are happy to offer you Employment with the Organization in as **Accounts Executive** in **Grade G7,** subject to the service rules of the Organization that are in force and that may be introduced from time to time, in addition to the terms and conditions hereinafter set out:

**1. APPOINTMENT:**

1.1 Your appointment as **Accounts Executive** commenced from \_\_\_\_\_\_\_\_(date) and you will be on probation for a period of **six (6) months**.

**2. PLACE OF WORK:**

2.1 Your initial place of work will be the Organization’s Unit located at Hyderabad, India.

2.2 However, considering Organizational requirements, you may be transferred to any other location, any of the affiliates, subsidiaries, and sister concern(s) or other associated branch of the Organization as may be decided by the foundation. In such situations, you will be required to report at the designated location as per the terms and conditions contained in the transfer letter without being eligible for any additional remuneration, benefits etc

**3. PROBATION AND CONFIRMATION:**

3.1 You shall, from the date of your appointment, be on probation for a period of **six (6) months** (“**Probationary Period**”).

3.2 Your probation shall be deemed to have been automatically extended until such time you receive a letter in writing confirming you in the Services of the Organization.

Please indicate your acceptance of the terms and conditions of this employment agreement by signing and returning a copy of the same.

We welcome you to **NAME OF THE COMPANY** family and wish all success in your assignment with us.

Yours sincerely,

**For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**Authorized Signatory**

**ACCEPTANCE AND DECLARATION**

I hereby acknowledge the terms and conditions of this Letter of Employment with Terms and Conditions, and having read and understood them, I hereby agree and declare that they apply to my employment with **NAME OF THE COMPANY**, and are complete replacements of any terms and conditions applying before the date set out below.

I further confirm and declare that I shall abide by the above terms and conditions.

Name: Signature: Date:

**ANNEXURE TO LETTER OF EMPLOYMENT - STAFF**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Designation | **Executive** | | |
| Department | **Accounts** | Date of Joining | **22-05-2019** |
| **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** |  |