

LETTER OF APPOINTMENT OF AN OFFICER

Shri

Dear Sir,

With reference to your application dated and further tests and interview, we are pleased to inform you that you have been appointed by the company as an officer on the following terms and conditions:

1. Your salary will be Rs. p.m. in the pay scale of plus other allowances as admissible to the officers of the company from time to time.
2. You will be on probation for a period of one year (extendable upto two years at the discretion of the company) from the date of your appointment. You will be eligible to draw annual increments during the probation period. However, grant of an increment would not mean that the company considers you suitable for being confirmed in the company's service.
3. You are liable to be posted in any of the offices of the company and to work in any of its departments. You are also liable for transfer to any place in India as the company may decide from time to time without payment of any allowance other than travelling allowance.
4. You will be governed by the XYZ Co. (Staff Regulations, as amended from time to time.
5. You will not engage in any other work or carry out any other business except with the permission of the company.

If the above terms and conditions are acceptable to you, please advise us on or before If no reply is received upto that date, it will be presumed that you are not interested in the company's appointment and your name will be deleted from the selected list.

Yours faithfully

(.....)
Personal
Manager