

## DRAFT LETTER OF APPOINTMENT

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Dear Mr./Ms. \_\_\_\_\_ ,

With reference to your application dated \_\_\_\_\_ and the subsequent interview, we are pleased to inform you that you have been selected for appointment as Leasing subject to the following terms :

**1.** You will be on probation initially for a period of \_\_\_\_\_ months, which may be extended by another \_\_\_\_\_ months at our sole discretion. Unless confirmed in writing, you will continue to be on probation. The service during the initial or extended probationary period may be terminated by either party by giving one month's notice or salary in lieu thereof.

**2.** The employment shall commence from the \_\_\_\_\_ day of

**3.** You will be placed in the \_\_\_\_\_ grade and the scale of pay applicable to you will be

**4.(a)** Your emoluments will be as under :

Basic salary	Rs.	per month
House Rent Allowance	Rs.	per month
Children's Education Allowance	Rs.	per month
Total	Rs.	per month

(b) In addition to the emoluments mentioned in 4(a) above, you will be entitled to the following on submission of bills/vouchers :

- Reimbursement of conveyance expenses incurred for official purposes subject to a maximum of Rs. \_\_\_\_\_ per year and Rs. \_\_\_\_\_ per month.
- Reimbursement of medical expenditure on self and family (spouse and dependent children) subject to a maximum of Rs. \_\_\_\_\_ per year.
- Reimbursement of entertainment expenditure incurred for official purposes subject to a maximum of Rs. \_\_\_\_\_ per year and Rs. \_\_\_\_\_ per month.

(c) The Company will contribute a sum equal to 10 per cent of your basic pay to your provident fund account each month.

**5.** The Company will deduct tax at source from your salary in accordance with the provisions of the Income-tax Act, 1961.

**6.** You will devote your whole time diligently and faithfully to the company's work and duties assigned to you and will not on your own account or otherwise, either directly or indirectly, carry on or be concerned in any other employment, trade, business, canvassing work or other work whatsoever either with or without remuneration.

**7.** The scope of your duties and responsibilities are being given to you separately along with this letter.

**8.** You will report to the Chief Manger-Leasing in respect of all your official duties.

**9.** You shall, at all times, strictly observe the service rules for the staff of the company.

Kindly acknowledge receipt and return the duplicate copy of this letter duly signed and dated as a token of your having accepted the terms of the appointment.

For \_\_\_\_\_ Limited

(Manager-Personnel)

I hereby confirm that I have received the original of this letter and accept the terms and conditions of the appointment.