

APPOINTMENT LETTER

Ref. No.	[Appointment Reference Number]
Date	[DD/MM/YYYY]
Employee ID	[Employee ID]

To,[Employee Full Name][Address Line 1][Address Line 2][City, State, PIN]

Subject: Appointment as [Designation]

Dear [Mr./Ms. Employee Name],

We are pleased to appoint you as [Designation] in the [Department] Department of [Company Name], subject to the terms and conditions set out below. This appointment is made based on the information, qualifications and documents provided by you during the selection process.

1. APPOINTMENT AND DESIGNATION

- You are appointed as [Designation], Employee ID [ID], reporting to [Reporting Manager/Designation].
- Your place of posting will initially be [Location]. The Company may transfer you to another department, branch, project, establishment or location, as required by business needs, subject to applicable law.
- Your date of joining will be [DD/MM/YYYY]. You are required to report for duty at [Time] on the joining date.

2. NATURE OF APPOINTMENT / PROBATION

- Your appointment will be on probation for a period of [3/6] months from your date of joining.
- During probation, your performance, conduct, attendance, discipline, suitability and ability to perform the assigned duties will be assessed.
- On satisfactory completion of probation, the Company may confirm your services in writing. Unless confirmed in writing, probation may be extended at the Company's discretion.
- During probation, either party may terminate employment by giving [Notice Period] days' notice or salary in lieu thereof, subject to Company policy and applicable law.

3. DUTIES AND RESPONSIBILITIES

- You shall perform the duties assigned to you from time to time and comply with reasonable instructions of your reporting manager and authorized representatives.
- You shall devote your working time and professional attention to the Company's business and perform your responsibilities diligently, honestly and efficiently.
- You shall comply with all Company policies, SOPs, work instructions, safety requirements, quality standards, statutory requirements and applicable codes of conduct.

4. PLACE OF WORK AND TRANSFER

- Your initial place of work is [Location]. The Company reserves the right to transfer or assign you to any location, office, site, branch, unit, project or group entity as per business requirements, subject to applicable law and your employment terms.

5. WORKING HOURS, ATTENDANCE AND HOLIDAYS

- Your normal working hours will be [e.g., 9:30 AM to 6:30 PM], [Monday to Saturday], with weekly off as per the applicable schedule.
- You must maintain regular attendance, punctuality and comply with the Company's attendance and leave procedures.
- Working hours, shifts, weekly offs and holidays may vary depending on business, operational or statutory requirements.

6. COMPENSATION AND BENEFITS

- Your annual Cost to Company (CTC) will be ■[Amount] (Rupees [Amount in Words] only), subject to applicable deductions and statutory contributions.
- Your salary structure is provided in Annexure A to this letter.
- Salary will be paid monthly through the Company's prescribed payroll process, subject to attendance, leave, applicable deductions and statutory requirements.
- You will be eligible for benefits such as PF, ESIC, Professional Tax, gratuity, leave, bonus, incentives or other benefits only to the extent applicable under law and Company policy.

- Any variable pay, incentive, bonus or performance-linked payment will be governed by the applicable scheme/policy and is not guaranteed unless specifically stated in writing.

7. STATUTORY DEDUCTIONS

- The Company will make deductions and contributions as required under applicable laws, including but not limited to provident fund, ESIC, professional tax, income tax/TDS and other lawful deductions, as applicable.

8. LEAVE

- You will be entitled to leave in accordance with the Company's leave policy and applicable labour laws.
- Leave must be applied for and approved through the prescribed process except in genuine emergencies. Unauthorized absence may be treated as misconduct and/or leave without pay, subject to applicable law and Company policy.

9. CONFIDENTIALITY

- During and after employment, you shall maintain strict confidentiality regarding the Company's business plans, employee information, customer/vendor information, pricing, financial information, technical information, processes, trade secrets, software, databases, documents and other confidential information.
- You shall not disclose, copy, transmit, misuse or permit unauthorized access to confidential information except for legitimate Company work or where disclosure is legally required.

10. COMPANY PROPERTY, DATA AND IT SYSTEMS

- All documents, records, files, devices, access cards, keys, software, accounts, passwords, data and other property provided to you remain the property of the Company.
- You shall use Company systems only for authorized purposes and comply with information-security, email, internet, password, device and data-protection policies.
- On separation, you must immediately return all Company property and hand over records, files, passwords/access information and pending work as directed.

11. INTELLECTUAL PROPERTY

- Any work product, document, process, design, report, software, database, presentation, material, invention, improvement or other intellectual property created by you in the course of employment or using Company resources shall be dealt with in accordance with applicable law and the Company's intellectual-property policy.

12. CODE OF CONDUCT AND DISCIPLINE

- You are required to maintain professional conduct and comply with Company rules relating to discipline, workplace behaviour, prevention of harassment, safety, anti-bribery, conflicts of interest and other applicable policies.
- Misconduct, fraud, dishonesty, harassment, violence, unauthorized disclosure, serious negligence, conflict of interest or violation of Company policy may result in disciplinary action, including termination, subject to applicable law and due process.

13. CONFLICT OF INTEREST / OUTSIDE EMPLOYMENT

- You must disclose any actual or potential conflict of interest that may affect your duties.
- During employment, you shall not undertake outside employment, consultancy, business activity or assignment that conflicts with your duties or is prohibited by Company policy or applicable law without prior written approval.

14. DOCUMENTS AND BACKGROUND VERIFICATION

- This appointment is based on the information and documents submitted by you. The Company may verify educational qualifications, experience, identity, references and other relevant information.
- If any material information or document is found to be false, misleading, forged or materially suppressed, the Company may take appropriate action, including withdrawal of appointment or termination, subject to applicable law.

15. PERFORMANCE AND APPRAISAL

- Your performance will be reviewed periodically based on KRAs, KPIs, responsibilities, conduct, attendance and other applicable criteria.
- Any increment, promotion, incentive or change in designation will be based on Company policy, performance, business conditions and management approval and shall not be automatic.

16. NOTICE PERIOD AND SEPARATION

- After confirmation, either you or the Company may terminate employment by giving [30/60/90] days' written notice or salary in lieu thereof, as applicable under Company policy and law.
- The Company may place an employee on garden leave, require handover, adjust lawful dues or take other appropriate steps during separation in accordance with applicable law and policy.

- All final settlement, relieving/experience documentation and release of Company property will be subject to completion of required handover and clearance procedures.

17. RETIREMENT / SUPERANNUATION

- The normal retirement age will be [Age] years or as otherwise prescribed by the Company's applicable policy or law.

18. MEDICAL FITNESS / SAFETY

- Where applicable to the role, you may be required to meet prescribed medical, safety or fitness requirements and comply with workplace health and safety procedures.

19. COMPANY POLICIES

- You agree to read, understand and comply with the Company's policies, manuals, SOPs, circulars and amendments issued from time to time. Policies may be updated in accordance with business needs and applicable law.

20. GOVERNING LAW AND JURISDICTION

- Your employment will be governed by applicable laws of India and applicable state laws. Subject to mandatory statutory forums and applicable law, disputes shall be subject to the jurisdiction of courts/authorities at [City, State].

21. ACCEPTANCE OF APPOINTMENT

- Please sign and return the duplicate copy of this letter as a token of your acceptance of the appointment and the terms and conditions stated herein.
- We welcome you to [Company Name] and wish you a successful and rewarding career with us.

For [COMPANY NAME]Authorized SignatoryName: [Name]Designation: [Designation]Date: [DD/MM/YYYY]Company Seal

EMPLOYEE ACCEPTANCE

I, [Employee Full Name], accept the appointment and agree to abide by the terms and conditions contained in this appointment letter and applicable Company policies.

Employee Signature: _____ Date: _____ Place: _____

ANNEXURE A – COMPENSATION STRUCTURE

Component	Monthly (■)	Annual (■)
Basic Salary	[Amount]	[Amount]
House Rent Allowance (HRA)	[Amount]	[Amount]
Special / Other Allowance	[Amount]	[Amount]
Conveyance / Travel Allowance	[Amount]	[Amount]
Other Allowances	[Amount]	[Amount]
Gross Salary	[Amount]	[Amount]
Employer PF Contribution	[Amount]	[Amount]
Employer ESIC Contribution (if applicable)	[Amount]	[Amount]
Bonus / Incentive (if applicable)	[Amount]	[Amount]
Other Benefits	[Amount]	[Amount]
Total CTC	[Amount]	[Amount]

Notes: The above structure is indicative and should be finalized according to the employee's approved salary structure and applicable statutory requirements. Statutory deductions/contributions may change based on applicable law.

ANNEXURE B – JOINING DOCUMENT CHECKLIST

- Signed appointment letter / acceptance
- PAN Card copy
- Aadhaar / other identity proof
- Address proof
- Educational qualification certificates
- Previous employment relieving / experience documents
- Last salary slip / compensation proof, where applicable
- Bank account / cancelled cheque

- Passport-size photographs
- PF/UAN details, if applicable
- ESIC details, if applicable
- Nominee / emergency contact details
- Any role-specific license, certificate or medical fitness document