# Appointment Letter

Further to your offer, we confirm your appointment on the terms below.

## Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

## Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

## Terms of appointment

ANNUAL CTC (₹)

FIXED PAY (₹ PER YEAR)

VARIABLE PAY (₹ PER YEAR)

PROBATION

NOTICE (PROBATION)

NOTICE (CONFIRMED)

WORKING HOURS

WEEKLY OFF

- Duties. The Employee performs the duties of the role and other reasonable duties assigned, and follows company policies as updated from time to time.
- Working hours. Working hours, weekly offs and holidays follow the company's policy and applicable Shops and Establishments law.
- Leave. The Employee is entitled to leave under the company's leave policy, including statutory leave such as maternity leave.
- Statutory benefits. The company deducts and deposits PF, ESI (if applicable), professional tax and income tax as required, and gratuity is paid under the Payment of Gratuity Act, 1972.
- Confidentiality. The Employee keeps the company's confidential information secret during and after employment.
- Intellectual property. Work created in the course of employment belongs to the company.
- Termination. Either side may end employment by giving the notice period or pay in lieu. The company may end employment without notice for proven misconduct after a fair process.
- Return of property. On exit the Employee returns all company property and data.

## Employee acknowledgement

☐ I accept the appointment on the terms above and the company policies shared with me.

Signed electronically under the Information Technology Act, 2000.

**Company**

SIGNATURE

PRINTED NAME

DATE

**Employee**

SIGNATURE

PRINTED NAME

DATE