Secondment Agreement

This agreement is made between the Company and the Employee named below and takes effect on the date of the last signature.

Company

LEGAL NAME

EMAIL

PHONE

ADDRESS

Employee

FULL NAME

EMAIL

PHONE

PAN

ADDRESS

Terms

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

HOST COMPANY

HOST LOCATION

SECONDMENT START

SECONDMENT END

SECONDMENT ALLOWANCE (₹/MONTH)

Clauses

- Employer. The home company remains the employer and pays salary, PF and benefits.
- Direction. The host directs day-to-day work; the Employee follows host policies on site.
- Return. At the end the Employee returns to an equivalent role at the home company.
- Tax. Cross-border secondments need a tax and social security review.

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE