

Appointment Letter

A letter appointing an employee in India, issued by the employer and accepted by the employee. Template v1.0.

Date: _____

Employer: _____

Employee: _____

We are pleased to appoint you on the terms below. In this letter, the Employer means the organisation named above and you means the Employee. The appointment starts on your joining date.

1. Appointment

Designation: _____

Department: _____

Reporting to: _____

Joining date: _____

Work location: _____

Your role and reporting line may change over time in line with your designation. The Employer will discuss any transfer to another location with you first and give you reasonable notice.

2. Compensation

Annual cost to company (CTC): _____

Salary breakup:

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Salary is paid monthly after the deductions required by law, including tax deducted at source. Salary is reviewed as per company policy.

3. Probation and confirmation

Probation period in months: _____

Your work will be reviewed during probation. When you complete it successfully, the Employer will confirm your employment in writing. The Employer may extend probation once, by up to three months, by writing to you with reasons before it ends.

4. Working hours and leave

Your working hours, weekly offs, holidays and leave follow company policy as updated from time to time. They will never be less than what the law that applies to your workplace provides.

5. Statutory benefits

You will be covered by Provident Fund (PF), Employees' State Insurance (ESI), gratuity, statutory bonus and other statutory benefits as applicable under law. Contributions are deducted and paid as the law requires.

6. Conduct

You will follow the Employer's code of conduct and policies, work honestly and with care, and avoid conflicts of interest. You will not take up other paid work during your employment without the Employer's written consent, which will not be refused without good reason.

7. Confidentiality

You will keep the confidential information of the Employer and its clients private, during and after your employment, and use it only for your work. This does not apply to information that is public or that the law requires you to disclose.

8. Intellectual property

Work you create in the course of your employment, including software, designs, documents and inventions, belongs to the Employer. You will sign any papers reasonably needed to confirm this. Work you create in your own time, without the Employer's resources and unrelated to its business, stays yours.

9. Notice period and termination

Notice period: _____

Either party may end the employment by giving written notice of the period above. Instead of notice, either party may pay the other an amount equal to salary for the notice period, and the notice period may be shortened by mutual agreement. The Employer may end the employment without notice for proven misconduct, after a fair inquiry in which you are heard, as the law and company policy allow. When you leave, you will hand over your work and return company property, and the Employer will settle your dues and issue a relieving letter.

10. Documents and declaration

This appointment is based on the details and documents you have given. You confirm that they are true and complete. If any of them is found to be false, the Employer may withdraw this appointment or end the employment after giving you a chance to explain.

11. Acceptance

Please sign below to accept this appointment on these terms, and keep a copy for your records.

For the Employer

Signature

Name

Date

Title

Employee (accepted)

Signature

Name

Date

Place