Name of employee

Date:

Address of the Employee:

Greetings, Mr./Mrs.\_\_\_\_\_\_\_\_\_\_\_,

It is my pleasure to confirm an appointment with our organisation as “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (designation) on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (business name).

Your total CTC will be INR \_\_\_\_\_\_\_\_\_\_\_ /- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: A six-month probation period will begin on the day of hire, which may be extended at the discretion of \_\_\_\_\_\_\_\_ (company name).

Working Hours: The working hours will be \_\_\_ a.m. to \_\_\_\_\_\_ p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Leaves: Each year, you will be entitled to 15 annual leaves and 12 casual leaves. All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be. (Location name). However, depending on the company’s needs, you may be transferred to any of the company’s branches.

Notice Period: You must offer a **90-day** notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly

(Business Name)

Authorized Signature Employee Signature