

Company Logo

Company Name

Date:

Offer Letter

Name:

Address:

Dear XXXXX,

This has reference to your application and the personal interview you had with us for the position of **Associate Software Engineer**. We are pleased to confirm your appointment as per the details given below.

1. Designation: **Associate Software Engineer**.

2. Salary: **Rs. 2, 82,000/- per Annum**

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
BASIC	8580	102960
HRA	4290	51480
CONVEYANCE	800	9600
MEDICAL	1250	15000
CCA	4719	56628
ALLOWANCE	3861	46332
C.T.C	23,500	282,000

3. Commencement of employment

You shall report for work at the Company's office on **June 18, 2012**. In case you fail to join the company by the scheduled date, you would be breaching the contract with the company, in which case you agree to pay a penalty equating to two month's salary to the Company.

4. Probation & Confirmation

You shall be on probation for a period of six months. The company would have the sole discretion regarding the extension of the said period of six months. You shall continue to remain as a probationer even on the completion of the said period until and unless you are confirmed in writing. During the probation period you shall not be entitle to any benefit other than stated above.

5. Working hours & Weekly off

Your working hours will be fixed subject to the actual timings of duty being fixed by the management from time to time. You may be transferred from one shift to another as and when applicable and as may be required to work for extra hours in case of requirement by your superiors in the interest of the company's work your weekly off will not be fixed and is liable to be changed.

6. Transfer

i) You are liable to be transferred to any place at the discretion of the management without assigning any reason.

ii) You are liable to be transferred to any unit undertaking or establishment/division/ department/ branch of the company or to any other group company at the sole discretion of the management and

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you shall perform such duties as may be applicable in the transferee division/department/firm/company etc.

7. Performance Review

Annual performance reviews of all staff members are carried out for every year. Your annual increment and further advancement shall depend upon your satisfactory performance.

8. Secrecy

i. You shall keep the secrets of the company & its parent, subsidiary or associated companies and shall not either during your employment hereunder or at any time after the termination thereof divulge any matter or things relating to the business or interest of the company or its parent or subsidiary or associated companies to any unauthorized person or utilize any secret or confidential knowledge or information acquired in consequence of service hereunder to the detriment or prejudice of the company or its parent or subsidiary companies or for your personal use or benefit or for making any financial or personal gain there from.

You shall also be deemed to be have undertaken not to utilize any trade information or technical know-how or other industrial property rights of the company and its parents. Subsidiary or associated companies, for your personal use of benefit or in any manner prejudicial to the interest of the company during or after termination of, your employment.

ii. You shall also keep the secrets of any company, firm or person with whom company or its parent, subsidiary or associated companies may at any time during the continuance of your employment be in commercial or technical co-operation or association and you shall hereby expressly bind yourself all the time in both during and after the termination of your employment not to divulge any matter or things related to the business or interest of any such company, firm or to any unauthorized person and not to utilize any secret or confidential knowledge or to information acquired in consequence of your service there under to the prejudice of any such company firm or person.

9. Termination:

i. During the probation your appointment is liable to be terminated without any notice and without assigning any reason thereof whatsoever. However, during the probation period, if you wish to leave the organization, you shall have to give one month's notice in writing.

ii) Your services after confirmation can be terminated on one months notice on either side or salary in lieu thereof. The services can also be terminated without any notice or pay in lieu thereof if the management finds that the particulars supplied by you in the application form or at the time of interview are incorrect.

iii) Your services shall be liable to be terminated:

a. If you are found to be medically unfit or if you remain absent due to continued ill health. You will have to undergo medical examination as per company's advice in such a situation.

b. By the company at any time without notice, if you are indulged in act of insubordination, interference, corrupt practices, any misconduct, breach of trust, non-compliance with the administrative orders or provisions of service rules, regulation and conditions.

c. By the company, without notice if any time it has been found that the declarations or information including that given for seeking employment furnished by your proved to be false and or misleading and or it has been found that you had willfully suppressed any information to the company.

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d. By the company at any time if you are declared insolvent or convicted of any offense involving any moral turpitude or found suspected of fraud or misappropriation of money or other assets of the company.

e. In case of breach of any of these conditions you shall be liable, in addition to termination of services to pay damages to the extent of loss suffered by the company. In case of default the company shall be entitled to withhold and appropriate your salary and other monetary benefits due to you till such times as the said amount is fully recovered. If despite such appropriation and/or in your account, the same shall become payable by you to the company.

10. Other Rules and Regulations:

i. You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other company concern or carry on any business on your own accord.

ii. Your designation, place of posting, assignment of duties, job content, etc, are liable to change time to time at the discretion of the management.

iii. In case of your leaving the job or termination of the same in any way, your final accounts including terminal or retrial benefits can only be settled after you handover the charge to the person nominated by the company and deliver to him all documents, correspondence, information, notices, goods, stored, property, money and other various materials supplied to you by the company in the proper way suggested by us, failing this, the company shall have the right to withhold the payment of your final dues.

iv. The management may at its discretion consider re-organization of the salary structure and other service conditions of the employees on the basis that the earlier gross emoluments earned by the employee are protected.

v. That the address given by you in your application will be deemed to be your correct address. In case of any change, you would inform the management within 24 hours in writing of such a change. Any communication sent to you at your latest known address will amount to a due notice to you.

We look forward to welcome you in our organization.

Regards,

For Company Name

HR Name

Executive Manager-Human Resource

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

Company Name

Address