

[Your Company Letterhead / Logo]

Company Name:.

Address: [Company Registered Address]

Website: [Company Website]

Email: [Company Email Address]

Phone: +91-XXXX-XXX-XXX

Appointment Letter

Date: [DD/MM/YYYY]

Letter No: [Unique Reference Number]

To,

[Candidate Full Name]

[Address Line 1]

[Address Line 2]

[City, State, PIN Code]

Subject: Appointment as [Job Title] at [Your Company Name]

Dear [Candidate First Name],

We are pleased to offer you the position of **[Job Title]** at **[Your Company Name]**, effective from **[Joining Date]**. Based on our discussions and your qualifications, we are confident you will be a valuable addition to our team.

1. Position and Reporting

You will be designated as **[Job Title]**, reporting to the **[Manager's Title / Department]**, or such other person as the company may assign.

2. Place of Posting

Your initial place of posting will be **[Remote / Office Location]**. However, you may be required to work from any other location, including remote or client sites, as per company requirements.

3. Working Hours

You are expected to work **[Company Working Hours, e.g., 9:30 AM – 6:30 PM]**, Monday to Friday. Flexibility may be required depending on project needs.

4. Compensation & Benefits

Your annual CTC will be **INR [Amount]**, as detailed below:

Component	Amount (INR)
Basic Salary	
House Rent Allowance	
Special Allowance	
Provident Fund (Employer)	
Other Benefits	
Total CTC	[Amount]

A detailed breakup will be provided in your salary annexure.

5. Probation Period

You will be on probation for a period of **[3/6] months** from the date of joining. During this time, either party may terminate the employment with **[15/30] days' notice** or salary in lieu of notice.

6. Confirmation of Employment

On successful completion of the probation period, your employment will be confirmed in writing. Performance, conduct, and punctuality will be key criteria for confirmation.

7. Leave Policy

You will be entitled to **[X] paid leaves per year**, along with national holidays as per the company calendar. Leave approvals are subject to management discretion and project requirements.

8. Code of Conduct & Confidentiality

You are expected to maintain a high level of professional behavior. Any breach of confidentiality, misuse of company assets, or violation of company policies will lead to disciplinary action or termination.

9. Termination Clause

Post-probation, the employment may be terminated by either party with a **[30/60] days' written notice** or salary in lieu thereof, subject to terms in your employment agreement.

10. Intellectual Property

All intellectual property developed during the course of your employment shall remain the exclusive property of [Your Company Name].

11. Background Verification

This offer is subject to successful completion of background verification. Any discrepancy may lead to withdrawal of the offer or termination of employment.

12. Acceptance of Offer

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We warmly welcome you to the [Your Company Name] team and look forward to a mutually rewarding association.

Warm Regards,
[Authorized Signatory Name]
HR Manager
[Your Company Name]

Acknowledgment and Acceptance

I, **[Candidate Full Name]**, accept the terms and conditions mentioned above and confirm my joining on **[Joining Date]**.

Signature: _____

Date: _____
