Ref No. [[Format of the Reference No.]]

Date: [[Date]]

**APPOINTMENT LETTER**

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sirs or Madams:

In continuation of oral understanding between us, I hereby put on record the terms of your employment in this Organisation as [[Position]]

1. You have been employed as [[Name of the post]] to serve me/my Organisation honestly, soberly and faithfully on a monthly remuneration of Rs[[Amount]].
2. During your service as above, you will at all times and in all respects conform to the rules of my establishment and conduct yourself with propriety towards me, my family and my guests.
3. You will not without leave absent yourself from the duties assigned to you.
4. You will be given such leave as the other employees in my establishment are entitled to and as may be sanctioned by me.
5. (a) Your services may be terminated without notice and without payment of any sum in lieu of notice, in the event of your misconduct or dishonest behaviour.

(b) In any other case, your service may be terminated on [[Time Period]] notice or without any notice but on payment of [[Time Period]] salary in lieu thereof.

1. In case you desire to leave my service, you shall give me [[Time Period]] written notice.

Yours Truly,

COMPETENT AUTHORITY

[[Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]