

APPOINTMENT LETTER

Date: _____

To,
Mr/Ms. _____,
_____,

Dear Mr. _____

We have pleasure in appointing you as _____ with effect from _____ on the following terms and conditions.

1. You will be on probation for a period of **Six Months** at the end of which, if your performance is found satisfactory, your services will be confirmed. If however, your performance is found unsatisfactory, the period of probation may be extended.
2. During the period of probation you will be paid a consolidated salary of Rs. _____ (Rupees _____ only).
3. While you will be currently posted at our _____ Office, the management, in its sole discretion and without assigning any reason whatsoever, shall have the right to transfer you from one job to another or from one department to another or from one branch to another or from one division to another of the company/companies under the same management of companies in whose running and administration the management has interest.
4. Termination of your service will be subject to one month notice on either side or one month of your salary to be surrendered to the company.
5. It is understood that you will devote your full time and attention in the discharge of the duties with us, and that you will not undertake any other duties whatsoever.

6. You will be subject to all our normal service conditions as may be modified from time to time.

7. You are eligible for P.F and E.S.I as per Company norms.

8. Both during and after termination of this appointment it is forbidden for you to divulge in any way whatsoever to third parties any trade secret or business information whatsoever of the Company or any associated company that has come to your knowledge during your employment with the Company, including but without prejudice to the generality of the foregoing information which the Company has received from a third party in confidence and also including products and other confidential information concerning the working of the Company or any associated company, except as expressly authorized in writing by the Company.

All Company records and other documentation of goods which you may have in your keeping at any time shall at the first request of the Company and in any case at the end of your employment be surrendered immediately by you to the Company without your being able to claim any set-off or compensation in respect thereof.

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

With best wishes,

Very truly yours,

Authorised Signatory

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