

abc corporation

February 22, 2006

Mr. DEF
MLA Avenue
XYZ City

Dear Mr. Davis,

Re: Letter of Appointment

Further to our discussions and the subsequent offer letter dated June 12, 2005, we are pleased to give you this letter of appointment, setting out the details of your employment with our company. You are being appointed to the position of **Human Resources Administrator**. This appointment takes effect from March 22, 2006. Following are the details of your monthly compensation:

Basic Salary	: Rs. 12,000
House Rent Allowance	: Rs. 4,800
City Compensatory Allowance	: Rs. 3,600
Special Allowance	: Rs. 3,500
Conveyance Allowance	: Rs. 800

Total Monthly Gross : Rs. 24,700

The rules and regulations and general information of the terms of appointment are as follows:

- Your monthly carry home salary will be directly credited to your bank account. The Payroll Administrator will provide the details to you. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. An extract of the HR manual is attached.
- Your compensation will be reviewed every year in the month of April as per Company policy. You will be initially placed at XYZ City but your services are transferable to any other offices of the Company, in India and abroad at the discretion of the company's management.
- You should note that the first six months of your employment constitute a probationary period during which we can fully assess your suitability for

33, Windsor Plaza, XYZ City
Phone: (77) 777 2333

this role and you can decide if you have made the right decision joining us.

- You will abide by the rules and regulations of the Company as may be in force from time to time.
- Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.
- You are required to sign and submit a copy of this letter of appointment as a token of your acceptance of our terms and conditions.
- Your appointment is subject to your being found medically fit for employment.
- The relieving/resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority, which in case should happen before disbursement of your first monthly salary.

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such. Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax rules.

We welcome you to our organisation and look forward to your contribution to the growth of the organisation and yourself.

Sincerely,
For **ABC Corporation**

EFGH
Director – Human Resources

Encl: HR Manual

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