

APPOINTMENT LETTER OF A PROBATIONER

.....

Date.....

To,

Shri .....

.....

Dear Sir,

With reference to your application dated ..... for the captioned post and subsequent test and interview, we are pleased to advise you that you have been selected as a probationer for a period of two years in the ..... department of the company on the following terms and conditions:

1. Date of appointment

You will be appointed as a probationer with effect from .....

2. Probation period

The probation period will be one year. However, the said period can be extended at the discretion of the company for a further period of ..... years.

3. Salary during probation

During the probation period, you will be entitled to fixed salary of Rs. .... per month.

4. Appointment after expiry of probation period, in case found suitable

If after the expiry of probation period, you are found suitable by the company, you will be confirmed in your appointment on a salary of Rs. .... in the scale of ..... plus other admissible allowances and contributory provident fund. If you are not found suitable for the job, your appointment will be terminated at the discretion of the company and in case of such termination you will have no right or claim against the company.

5. Standing orders

You shall abide by the terms and conditions of the standing orders and the rules of the company as in force from time to time.

6. To obey orders and directions of the Manager

You shall obey the orders, directions of the Manager and other officers of the company.

In case you are agreeable to the above please confirm and sign duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

Manager

I agree and accept the above terms/conditions.

Signature of the Probationer.