

Ref.:

Date:

LETTER OF APPOINTMENT

(Issued under section 6(1)(f) of the Occupational Safety, Health and Working Conditions Code, 2020)

Dear,

With reference to your application and the discussions that followed, we are pleased to appoint you as at The particulars of your appointment are as follows:

1	Name of employee	
2	Date of birth	
3	Father's / Mother's name	
4	Aadhaar number (given with consent)	
5	Labour Identification Number (LIN) of the establishment	
6	Universal Account Number and / or Insurance Number (if available)	
7	Designation	
8	Type of employment	Fixed-term employment (until))
9	Category of skill	
10	Date of joining	
11	Wages: basic pay and dearness allowance	
12	Other allowances, including accommodation (whichever applicable)	
13	Applicability of social security benefits	
14	Broad nature of duties to be performed	
15	Benefits under Chapter VI (maternity benefit) for women employees	
16	Any other information	

This is fixed term employment, from to Your hours of work, wages, allowances and other benefits will not be less than those of a permanent employee doing the same or similar work, and you will be eligible for all the statutory benefits available to a permanent employee in proportion to your period of service, as the labour codes provide for fixed term employment. Gratuity will be payable on a pro rata basis as provided in section 53 of the Code on Social Security, 2020. Unless it is extended in writing, your employment will end on

Your appointment is governed by the rules and policies of the company as in force from time to time and by the labour laws that apply. You will be informed in writing of any change in the particulars given above.

Please sign and return one copy of this letter as a token of your acceptance. One copy is for you to keep.

Yours sincerely,

For

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I have read and understood the particulars of this appointment and I accept it. I have received a copy of this letter.

Signature of employee

Name

Date