LIN

Ref. no.	Date

LETTER OF APPOINTMENT

Issued under Section 6(1)(f) of the OSH Code, 2020

Name of employee	Date of birth	Father's or mother's name
Aadhaar no. (with consent)	UAN and ESI IP no.	Designation
Type of employment	Category of skill	Date of joining
Wages (basic and DA, monthly)	Other allowances (monthly)	Social security
Place of work	Reporting to	Probation

Dear [employee name], we are pleased to appoint you on the terms below, with effect from the date of joining shown above.

1. Duties
You will [main duties of the job]. You may be asked to do other work suited to your skills, at this or another unit of the company.

2. Wages and deductions
Your wages and allowances are as shown above, paid monthly before the seventh day of the following month, with a wage slip. PF, ESI where applicable, Professional Tax and income tax are deducted as the law requires. The company contributes its share of PF and ESI.

3. Probation and confirmation
You will be on probation for [number] months. On satisfactory completion you will be confirmed in writing. The company may extend probation once, by up to [number] months, with reasons in writing.

4. Hours, shifts and overtime
Your normal working hours are [number] hours a day and [number] hours a week, in the shift assigned to you, with a weekly day off. Overtime is worked with your consent and paid at twice your ordinary rate of wages.

5. Leave and holidays
You are entitled to annual leave with wages as the OSH Code provides, and to the holidays, casual leave and sick leave in the company's leave policy for [place of work], a copy of which is given to you with this letter.

6. Notice and separation
During probation, either side may end the employment with [number] days' notice or wages in lieu. After confirmation, the notice period is [notice period]. Dues on leaving are settled within the time the Code on Wages sets.

7. Conduct, confidentiality and safety
You will follow the company's standing orders, safety rules and code of conduct, use the protective equipment provided, and keep the company's drawings, customer information and processes confidential during and after your employment.

8. Acceptance

Please sign the duplicate of this letter to confirm that you have read and accept these terms. [For women employees: you are entitled to the maternity benefits in Chapter VI of the Code on Social Security, 2020.]

Accepted: employee's signature and date	For the employer, authorised signatory