

Appointment Letter- Contract

<REF NO: COMPANY/DEPT/MMYY/APPT NO>

<MM/DD/YYYY>

<Title. Name of the Employee>

<Residential Address>

Subject: Consultancy Assignment

Dear <first name>,

This has reference to your application and subsequent interviews you have had with us. We are pleased to offer you a Consultancy assignment in our <Company Name> based at <site name>, with effect from <MM/DD/YYYY>, on the following terms and conditions.

The Company undertakes <describe nature of projects / assignments> at various locations and you are being engaged for the <name of customer and project>, based at <location>, on the following terms & conditions:

Scope of Work

You will be responsible for:

<Key Responsibility Area 1, Area 2 etc>

Management reserves the right of changing the scope of your work or your posting based on business exigencies.

A. Terms

1. This contract will be valid for <define tenure> with effect from <DD/MM/YYYY> or on completion of <describe site duration>, whichever is earlier.
2. You would be paid monthly consultancy fees of Rs. _____/- (Rupees in words) per month subject to TDS.
3. Inland Travel: You will be entitled for <define travel fare limit> or <upper limit of travel fare> or equivalent for Business travels. You would stay at company transit houses wherever available. You would be paid a daily boarding allowance of Rs. ___/- from which expenses towards meals would be deducted. If you stay with relatives or friends you would be paid an additional amount of Rs. ___/- per day. If required to stay in hotel the daily limit for reimbursement would be Rs. _____/-
4. You would be reimbursed the cost of any official long distance calls made by you upon submission of bills.
5. You are expected to work for _____ days in a year and you should inform your non availability in advance.

6. During the course of your employment with <Company Name>, you will be required to abide by <Company Name>, code of conduct as detailed out in Annexure A. Non-compliance to the code of conduct will lead to termination without notice and the management may (depending on the nature of violation) proceed with legal lawsuit.

The contract may be terminated with one month's notice from either side or on payment of one months salary. **< The period will be 3 months for senior personnel like sales Head, Operations Head, Factory Manager>**

B. Confidentiality of Information

1. You will not divulge information about the company, customer, and progress of the project to any outsider without prior approval from your supervising manager.
2. You will not undertake similar assignments from competitors of the <Company Name>, during the course of this contract.

You will take utmost care during the course of this contract in handling business information of **sensitive nature to maintain its secrecy.**

C. Reporting

You are required to inform the progress of your work to <Name & Designation of reporting supervisor>

Kindly communicate your acceptance of this contract by signing a copy of this letter and returning it to us.

Thanking you.

Yours sincerely
For <Company Name>

Managing Director

CC: Accounts Manager

Accepted by : <name of candidate>

Signature of the Candidate : <signature>

Date:

Location: