

APPOINTMENT LETTER
(section 6(1)(f) Under OSH&W Code 2020)

Date:

To,

Mr./Ms. _____

S/O / w/o _____

Address: _____

Aadhar No.: _____

UAN _____ ESIC No.: _____

Dear Mr./Ms ,

We are pleased to offer you employment with organization/Establishment as[Designation] in the[Department/Division]. Your employment will be governed by the terms below and relevant labour Code/laws, including the Occupational Safety, Health and Working Conditions Code, 2020.

1. Labour Identification Number(LIN) of the Establishment : _____
2. Designation/Department : _____
3. Category of Skill : _____
4. Date of Birth : _____
5. Date of Joining : _____
6. Wage Details:(Basic +D.A.) : _____
7. Other Allowances+ Accommodation. : As per attached Annexure- A
8. Avenues for achieving higher wages/higher position(Promotion) : Depending and assessment of Performance
9. Applicability of Social Security EPFO and ESIC Benefits applicable : As per provision of Code/Law
10. Health check up : As per provision of Code/law
11. Broad Nature of Duties to be performed: As described under
12. Any other information/Terms & Conditions: **As described under**

11.1 PROBATION:

11.2 NOTICE PERIOD:

11.3 MEDICAL FITNESS:

11.4 TESTIMONIALS:

11.5 REFERENCE CHECK:

11.6 TRANSFER:

11.7 TERMINATION:

11.8 RESIGNATION:

11.9 RETIREMENT:

11.10 HOLIDAYS/LEAVE:

11.11 Other CONDITIONS:

11.12 INTELLECTUAL PROPERTY/DATA PROTECTION/POST EMPLOYMENT OBLIGATIONS:

11.13 SEXUAL HARASSMENT ACTIVITIES:

11.14 JURISDICTION:

We congratulate you on your appointment and wish you a long career with us. We assure you that have a great journey and get our full support for our professional growth and development.

If these terms and conditions are acceptable to you, please sign the enclosed copy of this appointment letter and return it to us.

Thanking you,

Yours truly,

Please sign and return a copy to indicate your acceptance.

(Employee Signature & date)

Date

Place

Signature of Employer/Owner/Manager

I confirm all the terms and conditions as enumerated above without any reservations.

ANNEXURE 'A'

Basic Pay + Grade Pay(DA)	
HRA	
Leave Travelling Allowance	
Uniform Washing Allowance	
Special Allowance	
Conveyance Allowance	
Rate of Salary	
BONUS	
LEAVE	
Gratuity	
Gross Amount	
P.F. (Employees Contribution 12%)	
E.S.I(Employees Contribution 0.75%)	
Professional Tax- standard	
B. Total Deduction	
Net Payable Amount	
CTC BREAKUP	
Net Payment to Employee	
Esic Paid Employee 0.75%	
Esic Paid Employer 3.25%	
PF Paid Employee 12%	
PF Paid Employer 13%	
PT As per Rule	
Total CTC	

Accepted by:

Signature of Employer/Owner/Manager

(Employee Signature & date)

Date :

Place :