

Template from www.lineupx.com/hr-letters/appointment-letter-format. Replace every highlighted [field], keep the version you need and delete the rest. This is a template, not legal advice: check the final wording against your company policy and with your HR or legal adviser.

Version 1: Standard appointment letter. Use it for a permanent employee who joins on probation and needs the full terms of service in one letter.

[Company name]

[On company letterhead]

Ref. no.: [Reference number]

Date: [Date of issue]

To,

[Employee's full name]

[Residential address]

Subject: Letter of appointment as [Designation]

Dear [Employee's full name],

With reference to your acceptance of our offer, [Company name] appoints you as [Designation] with effect from [Date of joining (effective date)], on the terms below.

1. Position: [Designation], [Department] department, category [as the rules for your establishment prescribe], reporting to [Reporting manager]. You will carry out the duties assigned to you.
2. Place of work: [Place of work]. The company may transfer you to another location.
3. Pay: your annual CTC is [Annual CTC (with the ₹ sign and unit)]. Annexure A separates gross salary, variable pay and employer-paid benefits. Salary is paid monthly on [pay date], after applicable deductions; other components follow the payment terms in Annexure A.
4. Wages and social security: [add the particulars that the rules for your establishment prescribe, or refer to the attached statement].
5. Probation: you will be on probation for [Probation or training period in months] months. We may extend it in writing. You are confirmed only by a written confirmation letter.
6. Hours and leave: working days are [days] and hours are [hours]. Holidays and leave follow the attached [policy title and version].
7. Notice: during probation either side may end the employment on [notice period during probation] written notice, and after confirmation on [notice period after confirmation]. [Add pay in lieu of notice if your policy allows it.]
8. Confidentiality: you will keep company and client information confidential, during and after employment, and return company property on leaving.
9. Conduct: you will follow the code of conduct and company policies.
10. Other work: you will not take up other employment or business without our written permission.

This letter and Annexure A record the terms of your employment and replace the offer letter dated [offer date]. Please sign and return the duplicate to accept them.

Yours sincerely,

[Signatory's name]

[Signatory's designation]

For [Company name]

I have read and accept the terms of this letter.

Name:

Signature:

Date:

Version 2: Fresher or trainee appointment letter. Use it for a directly employed trainee with a defined training plan, review criteria and training-period pay; have your HR or legal adviser check the arrangement before use.

[Company name]

[On company letterhead]

Ref. no.: [Reference number]

Date: [Date of issue]

To,

[Employee's full name]

[Residential address]

Subject: Appointment as [Designation] (Trainee)

Dear [Employee's full name],

[Company name] appoints you as a trainee [Designation] in the [Department] department, category [as the rules for your establishment prescribe], from [Date of joining (effective date)], on the terms below.

1. Training period: you will be a trainee for [Probation or training period in months] months. [Reporting manager] will guide you and review your progress [every month].
2. Stipend: during training you will receive ₹[amount] a month, credited to your bank account by the [7th] of the next month.
3. Wages and social security: [add the particulars that the rules for your establishment prescribe, or refer to the attached statement].
4. Working arrangements: your working days are [days] and your hours are [hours]. The attached [policy title and version] explains holidays, leave and benefits. [State any role-specific arrangements agreed before joining.]
5. Postings: your base is [Place of work]. As the training programme requires, you may be posted to other teams, plants or offices.
6. Review: before training ends, we will review your work against [criteria shared at the start]. Any offer of a regular role will be made separately in writing. Any proposed extension or end of training will be communicated under the agreed terms.
7. Conduct: you will attend every session, complete the assessments and follow company policies.
8. Service terms: [If applicable, identify the attached service or training agreement, its duration, any repayment amount and how it is calculated. Have your legal adviser review it before issue; otherwise delete this clause.]
9. Notice: either side may end the training on [notice period] written notice.

Please sign and return the duplicate copy of this letter.

Yours sincerely,

[Signatory's name]

[Signatory's designation]

For [Company name]

I have read and accept the terms of this letter.

Name:

Signature:

Date:

[Company name]

[On company letterhead]

Ref. no.: [Reference number]

Date: [Date of issue]

To,

[Employee's full name]

[Residential address]

Subject: Fixed-term appointment as [Designation]

Dear [Employee's full name],

[Company name] appoints you as [Designation] in the [Department] department, category [as the rules for your establishment prescribe], on a fixed-term basis.

1. Term: your agreed employment period runs from [Date of joining (effective date)] to [End date (fixed-term letters only)]. HR will confirm the end-of-term arrangements in writing. Any proposed extension or permanent appointment will be documented separately for acceptance.
2. Purpose: you are appointed for [project or purpose]. [Reporting manager] will assign your work.
3. Place of work: [Place of work].
4. Pay: your annual CTC is [Annual CTC (with the ₹ sign and unit)]. Annexure A separates gross salary, variable pay and employer-paid benefits, and states the payment dates and treatment of part months. Salary is paid after applicable deductions. [Add a probation clause only if you want one.]
5. Wages and social security: [add the particulars that the rules for your establishment prescribe, or refer to the attached statement].
6. Working arrangements: your working days are [days] and your hours are [hours]. The attached [policy title and version] explains holidays, leave and benefits. [State any role-specific arrangements agreed before joining.]
7. Early end: either side may end the employment before [End date (fixed-term letters only)] on [notice period] written notice. [Add pay in lieu of notice if your policy allows it.]
8. Confidentiality and conduct: you will keep company and client information confidential, follow company policies and return company property on your last day.
9. Handover: before your last day, hand over work and company files to the person we name. IT will transfer ownership and close access through company procedures; do not share passwords.

Please sign and return the duplicate copy of this letter to accept these terms.

Yours sincerely,

[Signatory's name]

[Signatory's designation]

For [Company name]

I have read and accept the terms of this letter.

Name:

Signature:

Date:

Version 4: Short appointment letter. Use it when your offer letter and employee handbook already carry the detail and you want a one-page record that refers to them.

[Company name]

[On company letterhead]

Ref. no.: [Reference number]

Date: [Date of issue]

To,

[Employee's full name]

Subject: Appointment as [Designation]

Dear [Employee's full name],

We are happy to confirm your appointment as [Designation] at [Company name], from [Date of joining (effective date)], at [Place of work], reporting to [Reporting manager]. Category: [as the rules for your establishment prescribe].

Your annual CTC is [Annual CTC (with the ₹ sign and unit)]. The attached Annexure A separates gross salary, variable pay and employer-paid benefits. Wages and social security: [add the particulars that the rules for your establishment prescribe, or refer to the attached statement].

Your probation period is [Probation or training period in months] months. We will review your performance before it ends and communicate the outcome in writing. Notice is [notice period] on either side.

This letter, Annexure A, your offer letter dated [offer date] and the employee handbook together form the terms of your employment. If they differ, this letter applies. Confidentiality, conduct and leave follow the handbook, which you have received.

Please sign the duplicate copy to confirm that you accept these terms.

Yours sincerely,

[Signatory's name]

[Signatory's designation]

For [Company name]

Employee's acceptance

Name:

Signature:

Date: