

APPOINTMENT LETTER

Date :

Mr Name
Address

Dear Mr. / Miss,

This has reference to your application and subsequent interview had with you. We are pleased to appoint you as **POST** on the following terms & conditions :

01. PLACE OF POSTING :

Your initial place of posting shall be at MUMBAI. However, during your employment with the Company, you may be posted/transferred to any of the offices/projects/divisions/departments/units of the Company existing, or to be set up at any other location in India or abroad, without any additional remuneration. Your date of joining will be with effect from the day you join the Company.

02. SALARY & ALLOWANCES

(1) As per below salary structure.

<u>Particular</u>	<u>Amount(Rs.)</u>
Basic	19,000/-
HRA	9,500/-
Special Allowance	7,000/-
PF Employer's Contribution	2,280/-
LTA	1,500/-
Medical	1,250/-
Bonus	2,250/-
Conveyance	800/-
Total Cost to the company	44,830/-