**PROBATIONARY/ APPOINTMENT LETTER**

***DD/MM/ YYYY***

***Employees First and Last Name  
Address  
City, State, Zip***

Subsequent to your acknowledgement and acceptance to our Offer letter, we are pleased to inform you that you have been selected for the post of \_\_\_\_\_\_\_\_\_\_\_\_ subject to the following terms and conditions:

1. You are appointed as **\_\_\_\_\_\_\_\_\_\_\_\_\_** in our Organization on probation basis.
2. You will be placed on probation for a period of six months from your date of joining i.e on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The Management may – at it’s discretion – extend the period of probation.
4. During the period of probation, your services can be terminated at any time, without assigning any reasons thereof.
5. You will be given in writing from the Management when your probation period ends.
6. You will intimate the Management about any change in the address of communication. Similarly, you will also intimate the Management about any change in the Contact details like your Mobile No. / Landline No. / Email ID.
7. You will furnish your Pan card, Aadhar card, cancelled cheque, Bank Passbook and any other documents as required by Management from you within one week of your date of joining. You cannot refuse to provide the aforesaid documents. If you fail to submit the aforesaid documents within a week from your date of joining, your service will stand terminated and you will not be entitled for Salary for the work performed by you in the Organization.
8. You will discharge the duties of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other duties, as may be assigned to you from time to time.
9. Management will deduct PT as per the law from your gross salary. In addition to this, PF and ESIC will also be deducted from your gross salary if PF or ESIC or both are applicable to you.
10. During the period of probation, you will be governed by the rules and regulations of ***“Company Name”***.
11. During the tenure of your employment with ***“Company Name”***. you should not engage in any employment or act in any way which either conflicts with your duties and obligations to ***“Company Name”***. or contrary to the policies or interest of ***“Company Name”***.
12. You are liable to be transferred from one Location/Section/Department/Shift to another or to Company’s any other Sister Concern or Concerns that might exist in the future depending upon the exigencies of work. You are also liable to do any such job, as entrusted to you by the Management from time to time.
13. In case of resignation during probation, you have to give 7 days’ prior intimation or Management will deduct 7 days salary at the time of full and final settlement. In case you give your resignation letter or resign through mail and if you don’t get response to the same within seven working days, then your resignation will be deemed to have accepted. On acceptance of your resignation by the Management, you will have to serve the notice period of 7 days, which will begin from the date of acceptance of your resignation. However, if the Management – in consultation with the Company’s Chair Person decide to relax the notice period partly or fully – you can go as per the Management’s discretion. Your full and final dues will be paid to you within \_\_\_\_\_\_\_\_\_ days from your last working day with the Company. However, the payment of full and final dues will be subject to the condition that you should give proper charge to the Management and return each and every property of Company that you might be in possession of.

***“Company Name”***

**Signature**

**Human Resource Department.**

**Declaration:**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(employee name)***, have gone through the entire Probation Appointment Letter, have understood all the contents thoroughly and I accept to all the terms & conditions as mentioned in this Probation letter with free will.

Signature

***Employee Name***

