OFFER LETTER

Australia

May 26th, 2015

(Employee name)

(Address)

Dear Mr. (Employee Name)

Thank You for the Interest shown in your application to (Company Name). We Are pleased to offer you employment with us effective (date), on the following terms & Conditions of Service:

**1. POSSITION:**

Executive -Accounts

2. **PROBATIONARY PERIOD:**

You will be required to serve a probationary period of Six Months which could be extended at the sole discretion of the Management. After completion of the Probationary period you will be considered a Confirmed employee.

**3. SALARY:**

Your Remuneration will be Rs. (Amount) Per Annum (Gross), of which there Will be statutory deductions as applicable.

**4. INCREMENTS:**

Your Salary will be reviewed from time to time at the discretion of the Management Annual increments will be linked to the level of your Performance during the Year.

**5. NOTICE FOR TERMINATION OF EMPLOYMENT:**

Your employment may be terminated by either yourself or by the Management in the Following manner:

**During Probation:**

(i)Within the first three months of Employment without Notice.

(ii)After the first three months of employment:

15 days notice in writing or by Payment/deduction of 15 Days salary in lieu of notice; and

**After Confirmation:**

(i) 30 days notice in writing or by payment/deduction of 30 days salary in lieu of Notice.

Your employment may also be terminated by the management, without notice, for any breach of conduct, act of indiscipline or contravention of the policies and guidelines laid down in the Hand book and amendments thereof.

**6. LEAVE:**

You will be entitled to Leave-Sick, Casual and Privilege, in accordance with the Company’s Leave Policy.

**7. OTHER TERMS & CONDITIONS OF SERVICE:**

You will be entitled to participate in any Employee Welfare program that the management may decide to initiate for your benefit. Other terms and conditions of service will be governed by (Company NAME) policies and the Industry norms prevalent at the time.

We would be grateful if you could confirm acceptance of this offer of employment on the terms and conditions stated herein by Signing and returning the attached copy to us as soon as possible.

We are happy to have you on board and wish you the best in your career with (Company Name)!

For (COMPANY NAME)

(NAME) (Employee NAME)

(Designation)