

Appointment Letter to a Temporary Employee

Ref. No.

Date :.....

To,
.....
.....

Dear Sir,

Re: Temporary Employment

Due to extra temporary increase and or exigency of work, we are pleased to offer you temporary employment on the following terms and conditions:-

1. Your appointment as a temporary for (Days/month) on a wages of Rs. (Rupees..... only) per day.

2. Your employment is purely temporary and is expected to continue for a period of months, on completion of which your services shall automatically stand terminated. Your service can however, be terminated earlier at the sole discretion of the company without any notice and/ or assigning any reasons whatsoever.

3. Your temporary employment is strictly on the basis of "No work-No pay".

For.....
PERSONNEL MANAGER

I hereby voluntarily accept the terms and conditions of employment state herein above.

Dated:.....

Signature