

Appointment of Accounts Manager

Ref. No.....

Date :.....

To,
Mr.....
.....

Dear Sir,

Ref :- Appointment of Accounts Manager

With reference to your application dated..... and the later on interview you had with the undersigned, we have the pleasure to appoint you as Accounts Manager in our organization with effect from subject to the following terms and conditions :-

01. You will be paid the following salary and other allowances.

1. Basic Pay	Rs.
2. D.A	Rs.
3. H.R.A.	Rs.
4. Other Allowance if any	Rs.

You are also entitled to reimburse the actual petrol consumption charges incurred to discharge your official duties.

01. You are supposed to be incharge of Accounts Department and directly responsible to the Directors and Managing Director.

02. You will be placed on probation for a period of month/year from the date of your joining in our organization.

03. During the period of probation your services are liable for termination without giving any notice or without assigning any reasons therefore if your work performance and behaviour are not satisfactory.

04. Your probation period may be extended for a further period of month/year at the sole discretion of the management.

05. You should not divulge the process know-how or any other information relating to our products or our company which you will come to know during the period of your service with us to any outside person.

06. You will be governed by all our company's rules, standing orders which are in vogue and later on changes thereof.

This appointment is subject to jurisdiction only.

We take this opportunity to welcome you to our organization and hope your associations with us will prove to be of mutual benefit.

For.....Co.,

DIRECTOR/MANAGER/AUTHORISED/
COMPETENT PERSON