

[Date]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. [Name of the Employee] is working with [Company Name] since [Date of Joining] and she is holding a designation [Designation].

This certificate is issued to her for opening a Bank Account

For [Company Name]

[Name of the HR Person]

[Designation]

ADDRESS PROOF LETTER FOR EMPLOYEE

To Whomsoever it may concern

This is to confirm that _____ is working in (Company) as (Designation). As per the company's record, His services were effective since **(Date of Joining)**. Also would want to confirm the current address of (Name of the Employee) as "put the Address" as per company's Employee Records.

Sincerely

Human Resources

_____ (Your name and Your Digital Signature)

ADDRESS PROOF LETTER FOR EMPLOYEE

To Whomsoever it may concern

This is to confirm that _____ is working in (Company) as (Designation). As per the company's record, His services were effective since **(Date of Joining)**. Also would want to confirm the current address of (Name of the Employee) as "put the Address" as per company's Employee Records.

Sincerely

Human Resources

_____ (Your name and Your Digital Signature)

Appreciation Letter

Dear (Name of the candidate),

I would like to take this opportunity to express my heartfelt thanks to you for your very active involvement _____ (Reason). The Chairman and Board Members have also asked me to pass on their sincere appreciation for your efforts in supporting us with the undertaking.

Again, thanks so much for your enthusiastic participation in our conference. I have no doubt that it would not have been the success that it was without your presence.

Best Regards,

_____ (Your name and Your Digital Signature)

Rejection Letter

Dear (Name of the candidate)

I regret to inform you that your recent application for the Head of Security position at ___
(Name of the company) was unsuccessful.

Although you met all of the mandatory minimum qualifications for the position, the Interview Board chose a candidate with considerably more experience than you currently possess and also whose skill set Matches closely with the current profile we are looking at . I am here to convey thanks for your candidacy.

On behalf of ___ (Company name) I thank you for your interest and effort, and I wish you all the best in your future career endeavors.

Sincerely,

_____ (Your name and Your Digital Signature)

Date:
Name
(Address).....

Appointment

Dear **(first name)**,

We have pleasure in appointing you as **(designation-department)** in our organization, effective **(joining date)** on the following terms and conditions:

1. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Salary revision

Your salary will be reviewed on April 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. Posting & Transfer

Your initial posting will be at “**Y**”. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. Probation:

That you will be on probation for a period of **six months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

5. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

6. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

7. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

8. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

10. Retirement

The retirement age is **58 years**. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

11. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving **two months** (60 days) notice or salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

12. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,
For

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)

Name :
Designation :
Date of joining :
Location :

13. Remuneration

Basic Salary	:	Rs.	/- per month
House Rent Allowance	:	Rs.	/- per month
Special Allowance	:	Rs.	/- per month
Conveyance Allowance	:	Rs.	/- per month
Medical reimbursement	Limit	:	Rs. /- per annum

14. Retirals

15. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.

16. You will be entitled to gratuity in accordance with the rules governing such payment.

17. Leave

You will be entitled to privilege, sick and casual leave as applicable to your category of employees.

.....
.....

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

PERSONNEL SELECTION ASSESSMENT FORM

Assessee's Name :					
	Excellent	Above Average	Average	Below Average	Poor
	A	B	C	D	E
1. Professional Competencies					
2. Experience					
3. Basic Competencies					
4. Potential for Growth					
5. Summary of Strengths and Development Needs					
STRENGTHS			DEVELOPMENT NEEDS		
6. Suitability for the Organizational Culture			<input type="radio"/> Yes		<input type="radio"/> No
7. Stability with the Organization			<input type="radio"/> Yes		<input type="radio"/> No
8. Any Observation :					
9. Overall Assessment			Suitable		Not Suitable
	A	B	C	D	E

10. Any Observation / Recommendation :

Date :

Assessor

WARNING LETTER FOR HABITUAL IRREGULAT ATTENDANCE

To

Mr.....

Emp.No.....

Designation:

Your leave record shows that you are in the habit of absenting off and on and in spite of the fact that you have been verbally advised and are warned for improving your attendance you have not shown any improvement. You were again absent on Without any authorization. You are being given another opportunity to correct yourself and in case you do not show any improvement we will have no alternative but to take a serious view of your action. On your above absence you are being strongly warned.

AUTHORISED SIGNATORY

Birthday Congratulations

Dear (recipient's name)

Wish you a Happy Birthday! We hope that you have a great year and accomplish all the fabulous goals you have set. May the coming years be filled with happiness, peace, and love Have a Great day ahead.

Sincerely,

_____ (Your name and Your Digital Signature)

MODEL SHOW CAUSE NOTICE

To

Mr.....
Emp.No.....
Designation.....

You have been absenting from duty without leave since.....and as such services are liable to be terminated according to the rules of the company.

You are, therefore, called upon to show cause why your services will not be terminated under Clauseof the State.....Model Standing Orders Act OR Certified Standing Orders rules of the company / establishment for such continued / habitual absence.

AUTHORISED SIGNATORY

MODEL SHOW CAUSE NOTICE

To

Mr.....
Emp.No.....
Designation:

It has been reported against you as under:

On.....at.....you,.....(details of alleged misconduct) The act(s) alleged to have been committed by you amount to misconduct.

Accordingly, you are hereby called upon to submit your written explanation and show cause why disciplinary action should not be taken against you.

Your explanation must reach the undersigned within 48 hours. Should you fail to submit your explanation required, the matter will be disposed of without any further reference to you.

AUTHORISED SIGNATORY

MODEL PRO-FORMA FOR GENERAL CHARGE-SHEET

To

Mr/ Ms.....

Emp.No.....

Designation.....

It is reported against you that on _____ (date) at _____ (time) you _____ (mention clearly the act or acts of misconduct alleged).

The acts, as alleged above to have been committed by you, amount to misconduct which, if proved, would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within _____ days of the receipt hereof as to why you should not be dismissed or other wise punished.

Should you fail to submit your explanation as required, It will be presumed that you admit the charges and have no explanation to offer and the matter will be disposed of

without any further reference to you.

Since the charges, leveled against you, are of grave and serious nature, you are hereby suspended pending further proceedings and final orders in the matter.

The receipt of this letter should be acknowledged.

AUTHORIZED SIGNATORY

PRO-FORMA FOR A NOTICE TO THE CHARGE-SHEETED
EMPLOYEE FOR HOLDING ENQUIRY

To

Mr. / Ms.....

Emp.No.....

Designation.....

Ref: Your explanation datedin response to the charge-sheet dated.....

We are in receipt of your explanation dated.....in response to the charge-sheet dated.....After careful consideration of your explanation, which has been found unsatisfactory, it is considered desirable and necessary to conduct an enquiry into the charges leveled against you. You are hereby informed that the enquiry will be conducted by Sri.....who has been entrusted with assignment to hold the enquiry.

You are, therefore, directed to attend and participate in the enquiry proceedings with all the necessary document, evidence and witness (es) that you may seek to rely upon in your defense. You are further intimated that if you fail to attend the enquiry proceedings without sufficient cause, the enquiry will be proceeded ex-parte without notice to you.

For & on behalf of the Management

Authorised Signatory

TO WHOMSOEVER IT MAY CONCERN

Date:

**This is to certify that.....is stationed
at our Unit.**

The above certificate is being issued on his request for the purpose of
Payroll Champion.

For **Company Name**

Authorised Signatory

PRO-FORMA FOR A LETTER TO THE ENQUIRY OFFICER FOR
CONDUCTING ENQUIRY AND CONVEYING HIS ACCEPTANCE

To

Mr. / Ms.....

Sir / Madam,

**The Management has issued a charge-sheet to one of the employees
calling for his explanation thereto. The explanation, has been found to be**

as unsatisfactory. The Management has decided to hold an enquiry by giving an opportunity to the delinquent employee to defend himself.

The Management has decided to appoint you as an Enquiry Officer and we need your formal approval which may kindly be conveyed at your earliest.

Please be assured that the Management will extend full co-operation in this context and Mr. / Ms..... Has been appointed as its representative.

Thanking you,

**Yours Sincerely,
For & on behalf of the Management**

Authorised Signatory

CC: Mr. / Ms. -----, you are appointed as Management's Representative to co-ordinate with the Enquiry Officer.

Note: After the disciplinary authority decides to order an enquiry, it may hold the same itself or appoint an Enquiry Officer for that purpose in the absence of a provision to the contrary in the in the service or discipline rules concerned. The Enquiry Officer functions only as a delegate of the disciplinary authority, whose conclusions and recommendations may or may not find favour with the disciplinary authority.

The prerequisites of a person to be Enquiry Officer may thus be summarized as under.:

- 18. The appointment of the Enquiry Officer should be made by an authority competent to take disciplinary action against the workman concerned.**
- 19. Before making the appointment of a person to act as Enquiry Officer, it must be seen that he is a person with open mind, a mind which is not biased against the workman concerned.**
- 20. A person to be Enquiry Officer must be a Responsible Officer or High Status commanding respect from the workman. He should not be a person of lower status and should not be judge in his own cause.**

NOTICE OF DISCHARGE TO AN EMPLOYEE

To

This has reference to the charge sheet dated _____ issued to you & enquiry held thereafter. We have duly considered the report of the enquiry officer and are satisfied that the charges as leveled against you have been proved against you in the enquiry.

In view of the serious nature of misconduct committed by you & fully proved against you, it has been decided to dispense with your services. However, on compassionate grounds considering extenuating and aggravating circumstances, the management, instead of dismissing you from services has decided to impose lesser punishment of discharge on you with immediate effect from _____

Your final payment of dues including wages for 1 month in lieu of notice will be made to you in the office on or before _____ during office hours on any working day after you hand over the charge.

Manager/ Competent Authority

New Employee Introduction

Hi All

Please extend your warmest welcome to (name) will be heading up our (department) division and is excited to begin in this capacity. He comes to us with more than (number) years in..... (Industry). She would be reached at (Corporate Email ID). Request one and all to extend your warm look upon her.

Best Regards,

_____ (Your name and Your Digital Signature)

DRAFT OF NOTICE AFTER RECIEPT OF ENQUIRY REPORT

To

This has reference to the charge sheet dated _____ issued to you and the enquiry held thereafter. We have since received the report of the enquiry officer, wherein the charges leveled against you have been proved.

Before we consider the findings of the enquiry officer, you are hereby given an opportunity as to what you have to say o the findings. You are given a period of three days to submit your reply. In case we do not hear from you within the stipulated time period, necessary action will follow, without further reference to you.

Manager/ Competent Authority

Extending Job Offer

Dear _____ (recipient's _____ name)

We are delighted to have you be a part of (company). As discussed in your interview, we are offering you the position of (job title) your starting salary will be ___ per Year. The Break-up for the same will be provided on your Date of Joining Please acknowledge your Interest as a reply to this Email and Mention us your Date of Joining.

An Early response to the same is highly appreciated. Look forward to have a amiable Association with you.

Regards

_____ (Your name and Your Digital Signature)

MODEL PRO-FORM FOR GENERAL CHARGE-SHEET

To

.....
.....

It is reported against you that on _____ (date) at _____ (time) you _____ (mention clearly the act or acts of misconduct alleged).

The acts, as alleged above to have been committed by you, amount to misconduct which, if proved, would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within _____ days of the receipt hereof as to why you should not be dismissed or other wise punished.

Should you fail to submit your explanation as required, it will be presumed that you admit the charges and have no explanation to offer and the matter will be disposed of without any further reference to you.

Since the charges, leveled against you, are of grave and serious nature, you are hereby suspended pending further proceedings and final orders in the matter.

The receipt of this letter should be acknowledged.

AUTHORISED SIGNATORY

PROFORMA SUGGESTED FOR A CHARGE SHEET TO AN
EMPLOYEE FOR HABITUAL ABSENTEEISM

TO

Following are the charges against you:

Perusal of your attendance record reveals that you are in habit of absenting yourself from your duties without any information and proper sanction of leave. Your absentee spells are on an increase and your absentee records for the preceding _____ years are reproduced hereunder.

MONTH

DATES

NO. OF DAYS OF
UNAUTHORIZED
ABSENCE

XXX
XXX

XXX
XXX

XXX
XXX

You have been verbally advised to improve your attendance record and not to indulge in unauthorized absence from duties. But despite these verbal advises/reprimands and assurance given by you, you have not shown any improvement in your attendance.

The above act of habitual absence on your part constituted major misconduct under certified standing orders of the company applicable to you and also affects the work of the company.

You are hereby required to submit your explanation, if any to this charge-sheet within 3 days from its receipt failing which it will be presumed that you have no explanation to offer and the management will be free to take any action that may be deemed proper in your case.

For _____

(Authorized Signatory)

HIKE LETTER

Dear Employee,

We are glad to inform you that your CTC/salary is being revised to _____. The break up of the same is as follows:

Basic:

Conveyance:

Flexi Benefit Plan:

PF Contribution:

The other terms and conditions of the appointment remains the same.

Looking forward for a greater performance.

Regards,

_____ (Your name and Your Digital Signature)

HIKE LETTER- II

Dear Employee,

We take this opportunity to thank you for your contribution towards (Name of the company) _____ performance in (Year) _____. Your efforts towards helping the company archive its strategic goals are appreciated.

Your performance for the year _____ has _____ and has been evaluated as ____ (Rating). Consequently, your annual compensation has been enhanced as shown below wef _____.

Components:

Fixed Cash Component (A)

Basic:

Flexible Benefit Pan (FBP)

Provident Fund (PF)

Cost to Company

VariableCash Component (B)

Performance Bonus

Retirals (C)

Gratuity

Other Allowances (D)

Total Yearly Compensation (A+B+C+D)

Benefits:

Group Term Life Insurance

Group Personal Accident Insurance

Group Mediclaim Insurance

We look forward to your continued contribution that would enable us to work together as a team and scale grater heights in the coming years.

We wish you all the best for your future endeavours and contributions to our

organization.

ORDER OF WITHHOLDING ANNUAL INCREMENT/(S)

To

In continuance of the charge sheet dated _____ issued to you & the Enquiry held into the charges, this is to inform you that we were satisfied that you are found guilty of the charges leveled against you and severe punishment including dismissal/discharge can be inflicted upon you.

However, on going through your past record & considering the nature of the misconduct by you the undersigned decide that this time a milder punishment will meet the ends of justice. Therefore, it has been decided to withhold your annual increment for _____ year/years.

During the period for which your annual increment is being withheld the management will watch your performance and conduct and if found satisfactory the grant of increment/ increments to you will be reconsidered on the expiry of the said period.

Manager/ Authorized person with designation

C.C: - The Accounts dept for information & necessary action.

WARNING LETTER FOR INSUBORDINATION

To

Mr.....
Emp.No.....
Designation:

It has been reported that today at 09.00a.m when your supervisor asked you to do.....you refused to carry out the instructions and shouted at him. In your explanation you have admitted your mistake. Although drastic action could have been taken against you for insubordination, but with a view to reform you, you are being given another opportunity and we hope you will be very careful in future in such matters. You are being warned.

AUTHORISED SIGNATORY

Learning and Training Placement

Date:

Mr.:

Dear

This is with reference to the discussion that we had in respect of 'Learning and Training Placement' sought by you with the Company.

In this connection, we are pleased to inform you that we have organized a 'Learning and Training Placement' for you for a period of six months commencing from **DOJ**.

For this placement, you will be paid a stipend of Rs..... /- (Rupees only) per month.

You will be working under the guidance of Name -Designation.

During this placement, you will be governed by the rules of the company as are applicable to Trainees.

Yours faithfully,

For **Company Name**

**Signatory Authority
Designation**

Date:
Mr.
(Address)
Dear Mr.,

LETTER OF INTENT

As mutually discussed and agreed, we are pleased to offer you an appointment as per details given below:

- 21. You will be designated as **Designation**
- 22. You will be located at “.....”.
- 23. You will be entitled to an all-inclusive compensation (cost to company) of **Rs.** /- (Rupees Only) per annum, as discussed and agreed.

The final letter of appointment will be handed over to you upon joining the services of the company, which will be on, or before **DOJ**.

This offer of appointment is subject to your successfully completing the company’s

medical examination.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer.

Yours faithfully,
For _____,

ORDER OF DISMISSAL

To

We have received the enquiry report that was held on _____ against you consequent to the charge sheet dated _____. After going through the proceedings of the enquiry, we find that the charges have been proved against you.

Since the charge (s) committed by you is/are of serious nature, the appropriate punishment is dismissal from service. You are therefore; hereby dismissed from service with effect from _____ you can collect your dues, if any, and settle your account on any working day during the office hours from Accounts Department.

Manager/ Authorised person with designation

C.C: - The Accounts Dept. for information if necessary action.

PRO-FORMA FOR NOTICE FOR SUSPENSION ORDER
PENDING ENQUIRY

To

Mr. / Ms.....

Emp.No.....

Designation.....

Whereas the charges amounting to gross misconduct (s) and indiscipline against you have been leveled in accordance with Company Service Rules / Standing Order No.....as per charge-sheet dated.....sent to you.

Now, therefore, you are hereby placed under suspension with effect from.....under clauses.....of the Factory / Company Rules / Standing Orders. Your suspension has been considered necessary in order to maintain proper discipline in the Factory / Company / Establishment and to conduct proper enquiry against you.

You will be entitled to receive subsistence / suspension allowance of Rs..... During the period of suspension.

AHTOHRISED SIGNATORY

PROMOTION LETTER

Dear Mr. /Ms,

We are very happy to inform you that you have been promoted as (designation) with effect from (due date). In accordance we hereby revise your Gross Salary as Rs-----/-.Other terms and Conditions remain the same as per the appointment letter.

Kindly sign and return the duplicate of this letter as a token of your acceptance of the above terms and conditions.

With best wishes,

_____ (Your name and Your Digital Signature)

ORDER OF IMPOSING FINE AS A PUNISHMENT

To

This is in continuance of the charge-sheeted dated _____ issued to you & the enquiry held in pursuance thereof. As a result of the enquiry, the management is satisfied that the charges leveled against you amply proved.

On the bases of the charges proved against you, dismissal from service would be rather appropriate in the ordinary course but in consideration that this for the first time that you have been found guilty of the charge, the management decides to afford you an opportunity to improve yourself & instead of awarding the extreme penalty, impose upon you a fine of Rs. _____ as punishment.

Manager/ Competent Authority

Date:

C.C: - The Accounts Dept

ORDER OF REDUCTION IN RANK

To

Your past conduct and service records reveal that you have no initiative or sense of responsibility. Frequently, you have stayed away from duty & neglected your work. Time & again you were warned/ reprimanded but there has been no improvement. We tried our best to motivate you to take interest in the work & to observe regularity & punctuality but

of no avail. You have been as careless as ever & have refused to perform your duties seriously. Your carelessness has not caused the work to suffer but it is also likely to effect the discipline among other members of the staff.

Under circumstances we are of the concerned opinion that the post held by you entails greater responsibility that you can shoulder as you lack necessary initiative, which is required for the post. Therefore, we hereby give you 1-month notice to relieve you from the present post and instead assign you post of _____ with immediate effect from _____. This post entails lesser responsibility & we feel that you will be able to perform your duty more satisfactorily in this capacity. However, you will be entitled to only those benefits and salary that the post carries.

We must also make it clear that if you fail to show marked improvement & continue to conduct yourself in the way you have been doing, we shall be constrained to dispense with your services after holding enquiry, if necessary.

Manager/Authorized person with designation

C.C: - The Accounts dept for information & necessary action.

PROFORMA SUGGESTED FOR CHARGE SHEET FOR SLOWING DOWN WORK

To,

It is reported against you as under:

24. That on _____ (date) at about _____ (time) while on duty, you in combination with others, deliberately slowed down the work in a concerted manner and instigated Mr.B
25. & C to adopt 'go slow' tactics. You further threatened Mr. D who did not want to follow the suit.
26. That while your prior production was _____ per day, your production on _____ and thereafter has been deliberately brought down to _____ which is much below the normal production of a worker of average efficiency.
27. That the above acts/omissions on your part are highly objectionable being prejudicial to the interest of the company, which has to compete with other

efficiently run enterprises.

28. That despite repeated advice not to adopt to 'go slow' tactics, by your superior/superiors, you did not adhere to the actual norms of production, you have been maintaining earlier but instead, kept on idling away your time.
29. As a result of your 'Go Slow' tactics and instigating others to slow down the work/production has considerably gone down, resulting into loss to the company.
30. The above acts on your part constitute major misconduct under certified standing orders no. _____ and no. _____ of the company applicable to you.

You are hereby required to submit your explanation, if any to this charge-sheet within 3 days from its receipt failing which it will be presumed that you have no explanation to offer and the management will be free to take any action that may be deemed proper in you case.

AUTHORISED SIGNATORY

STERN WARNING LETTER

To

Mr.....

Emp.No.....

Designation:

STERN WARNING

Your explanation datedin reply to show cause notice / letter of charge dated.....has been found to be unsatisfactory.

The gravity of misconduct committed by you is such that it warrants severe punishment. However, we are taking a lenient view this time and have decided to award you this stern warning.

Should you repeat any such thing in future or commit any other misconduct we will not hesitate to take strict disciplinary action against you.

AUTHORISED SIGNATORY

SIMPLE WARNING LETTER

To

Mr.....

Emp.No.....

Designation:

WARNING

Your explanation dated In reply to show cause notice dated..... Has been found to be unsatisfactory.

You are accordingly hereby warned.

You are further advised in your own interest to be cautious and not to repeat such an act in future.

AUTHORISED SIGNATORY