

Commercial Contract

LETTER OF APPOINTMENT AS A PERMANENT WORKMAN



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

HEAD OFFICE

4th Floor, Building No. 3, Aiwan-e-Iqbal Complex, Egerton Road,
Lahore

Tel: (92 42) 111 111 456, Fax: (92 42) 36304926-7
helpdesk@smeda.org.pk

REGIONAL OFFICE PUNJAB	REGIONAL OFFICE SINDH	REGIONAL OFFICE KPK	REGIONAL OFFICE BALOCHISTAN
3 rd Floor, Building No. 3, Aiwan-e-Iqbal Complex, Egerton Road Lahore, Tel: (042) 111-111-456 Fax: (042) 36304926-7 helpdesk.punjab@smeda.org.pk	5 TH Floor, Bahria Complex II, M.T. Khan Road, Karachi. Tel: (021) 111-111-456 Fax: (021) 5610572 helpdesk-khi@smeda.org.pk	Ground Floor State Life Building The Mall, Peshawar. Tel: (091) 9213046-47 Fax: (091) 286908 helpdesk-pew@smeda.org.pk	Bungalow No. 15-A Chaman Housing Scheme Airport Road, Quetta. Tel: (081) 831623, 831702 Fax: (081) 831922 helpdesk-qta@smeda.org.pk

September 2009

LETTER OF APPOINTMENT AS A PERMANENT WORKMAN

From

(Insert name and designation)

(Insert name of company / firm)

(Insert name of the city)

To,

(Name and address of the Applicant),

Ref: Application of the Applicant for the post _____ dated _____.

Sub: Employment As Workman In M/s (insert name of company / firm)

Dear Mr. / Ms. _____

You were appointed as a probationer workman in **M/s (name of company / firm)** on **(Insert date)**. The probationary period of three months has expired on dated _____. During this period your work was found satisfactory by the management. Hence forth, the management is pleased to confirm you as a permanent employee of **M/s (insert name of company / firm)**.

Other terms and conditions are as follows:

1. Your employment shall be regulated as per administration rules of the company / firm applicable to this category, and as per the labor laws applicable in Pakistan for the time being.
2. Your lump sum monthly salary will be Rs. _____, in addition to the salary other facilities (e.g., food, conveyance etc.) may be provided as per the rules of the company / firm.
3. You shall be entitled to the payment of overtime as per applicable law and rules of the company / firm.
4. You shall be entitled to the Gratuity and Provident Fund as per rules and regulations of **M/s (insert name of company / firm)**.
5. You hereby authorize the company / firm to deduct and deposit on your behalf any tax liability, Employees Old Age Benefit fund, Employees Social Security Fund and Provident Fund from your salary at the rates applicable for the time being by law.
6. You shall not disclose any information relating to **M/s (insert name of company / firm)** during or after termination of your employment and you will not divulge

- any information or secret that you may obtain while in the service unless compelled to do so by law or under the order of a competent court of law.
7. Your employment will be subject to termination on one month notice, either by you or employer, explicitly stating the reasons, or payment of one month cash compensation in lieu thereof by the employer.
 8. One month notice shall not be applicable if your employment is terminated on grounds of misconduct and in such case the due procedure shall be followed as per labor laws applicable for time being in Pakistan.
 9. Your services shall be transferable to other sections departments and can be utilized as deemed fit in the best interest of the concern.
 10. You are entitled to 16 days sick leaves and 10 casual leaves in a year, other than the weekly and festival holidays as may be announced by the management of company / firm.
 11. You shall discharge your duties and responsibilities efficiently and diligently to the satisfaction of the management of **M/s (insert name of company / firm)** and you will not act in any manner contrary to the interest of the management.
 12. You will be bound to make good any loss or damage to company property caused by your negligence, inadvertent fraud, carelessness or act of omission. The termination of your employment may not exonerate you from liability to make good this loss or damage.
 13. You shall sign this letter in token of your acceptance of the said terms and conditions by (insert date). After this date this Letter of Appointment will stand invalid.

Signed

(Insert name and designation)

Signed

The Applicant