

# Commercial Contract

## LETTER OF APPOINTMENT AS A PROBATIONER



### Small and Medium Enterprises Development Authority

#### Ministry of Industries & Production

#### Government of Pakistan

[www.smeda.org.pk](http://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](mailto:helpdesk@smeda.org.pk)

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

September 2009

**LETTER OF APPOINTMENT AS A PROBATIONER**

From  
(Insert name and designation of the Manager)  
(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 a Probationer Workman in M/s (name of company / firm)**

Dear Mr. / Ms. \_\_\_\_\_,

Your aforementioned application was considered and you were called for an interview dated \_\_\_\_\_. You have been selected as a workman in our concern as a probationer for a period of three months to work in the \_\_\_\_\_ department. You have been found medically fit as well. Subsequent to the successful completion of the probation period, you will be intimated in writing of your appointment as a permanent workman in the 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. This probation period cannot be construed as any form of permanent employment.
3. You shall be entitled to the payment of overtime as per applicable law and rules of the company / firm.
4. 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.
5. During probation period your employment will be subject to termination without any notice by you as well as the company / firm, and you will not be entitled to any compensation in lieu of termination of your employment during probation. Company / firm shall only issue an order stating reasons for the action.

6. Your services shall be transferable to other sections departments and can be utilized as deemed fit in the best interest of the company / firm.
7. You are entitled to 4 days sick leaves and three casual leaves in three months, other than the weekly and festival holidays as may be announced by the management of company / firm.
8. 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.
9. You will be bound to make good any loss or damage to company / firm property caused by your negligence, inadvertence, fraud, carelessness or act of omission. The termination of your employment may not exonerate you from liability to make good this loss or damage.
10. 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