

Commercial Contract

LETTER OF APPOINTMENT AS A TEMPORARY WORKMAN



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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September 2009

LETTER OF TEMPORARY APPOINTMENT

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: Temporary Employment as Workman in M/s (insert name of company / firm)

Dear Mr. / Ms. _____

The management is pleased to appoint you to the temporary post of (insert name of post) created to meet the temporary need of our _____ department and is to last for a period of nine months from the date of your appointment.

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. Your services may be terminated if the _____ department no longer needs your services. However, if the temporary need subsists after nine months the management may extend the duration of your appointment. In the absence of such extension, your employment shall automatically be terminated and you will cease to be in employment of the company.
5. Your temporary 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. Company / firm shall only issue an order stating reasons for the action.

6. Your services shall be non-transferable to other sections / departments of the concern.
7. You are entitled to 12 days sick leaves and 7 casual leaves during the period of your employment, 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 and you will not act in any manner contrary to the interest of the management.
9. 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.
10. You will be bound to make good any loss or damage to company 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.
11. 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 be invalid.

Signed
(Insert name and designation)

Signed
The Applicant