

Commercial Contract

EMPLOYMENT CONFIRMATION LETTER



*Empowered lives.
Resilient nations.*



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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January 2013

Employment Confirmation Letter

Pro-Gole (Right to do Business)

Legal Services, B&SDS

LEGAL SERVICES, SMEDA

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

Pro-GOLE, (Right to do Business)

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

The Need for Commercial Contracts Templates

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions with reference to employment matters. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

Information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

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Legal Services, B&SDS

[insert Date]

[insert Recipient's Name]
[insert Recipient's Address Line 1]
[insert Recipient's Address Line 2]

3. EMPLOYMENT CONFIRMATION LETTER

Dear [insert Recipient's Name],

On behalf of [insert name of organization], I am pleased to confirm your employment with the organization in the capacity of [insert designation]. You will report directly to [insert name and designation], and you are expected to join in on [insert date].

Your salary shall be Rs. _____/- (Rupees _____)(insert amount) per month, and shall be payable to you on the last date of every month, in arrears. You will also be entitled to any benefits as stated in the Employment Agreement. You will also be entitled to [insert number] leaves per year, in accordance with the terms of the Employment Agreement.

It is understood and accepted that the employment relationship we have agreed to is an at-will relationship, and that it may be ended by either party, at any time, and for any reason.

If you agree that this letter sets forth our understanding adequately, please sign the enclosed copy and return the same to the following address, by post or in person, for our record:

[insert Name]
[insert Designation]
[insert Address Line 1]
[insert Address Line 2]

We look forward to your joining our organization, and are confident that you will be a valuable addition to our resources!

Sincerely,

[insert Name]
[insert Designation]

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Acceptance:

I hereby accept the employment on the conditions set forth in this letter.

Signature of Candidate

Date: _____