

FROM - V

(sec Rule - 45)

LETTER OF APPOINTMENT

Name of the Shop / Establishment

Address :-

Name of the shop keeper / Employer :-

Registration :-

Sir / Shrimati :-

is appointed as (describe here the nature of appointment effect from.....
.....in the Shop / Establishment with.

His / Her appointment is on probatinery basis for (inset the period) temporary easual
2 basic for (insert the period) / permanent basis.

His / Her scale of pay / rate of increment in wages per (insert the period) shall be.

3 He/ She will draw a total wages ofper day / week/ month composed of the
4 following namely.....

(i) Basic pay.

(ii) Dearness allowance.

(iii) Other allowance.

Signature of shopkeeper / employer

Date.....
