

APPOINTMENT AS TRAINEE

Ref :

Date :

To,

.....
.....
.....

Dear Sir,

Sub: Provision of Training as

With reference to your application dated and subsequent interview you had with us on we are pleased to provide you training as a '.....' in our establishment on the following terms and conditions :

1. You will be provided training for a period of ____ months from the date of commencement of training.
2. You will be paid stipend of Rs. per month during the period of training including conveyance allowance.
3. During training period your conduct and performance will be closely observed and if they are found unsatisfactory, your training is liable to be discontinued without any notice and any compensation or your training period is likely to be extended as deemed necessary.
4. However, if your performance is found to be satisfactory, you will be absorbed initially on probation for which a separate communication will follow.
5. During training period you will not be entitled to any other privileges / benefits which are available to other employees.

6. During training period you will abide by the rules and regulations of the establishment in force from time to time. You will also obey orders and instructions given by Seniors from time to time.
7. You will be required to undergo training at various Locations as may be decided by the establishment.
8. During the period of training you should promote the interest of the Establishment and attend to it's activity diligently. During the period of training your will devote your whole time and attention to learn and absorb training being imparted to you during the training period. You will carry out instructions diligently and to the best of your ability.
9. During the period of training with us you shall not either directly or indirectly engage in or serve or be interested in any other business, trade profession, whether as principle agent, employee or in any other capacity either full time or part time or offer any consultancy of advisory service to any other person / concerns.
10. During the period of training with us you shall always keep matters secret and confidential and prevent the declaration or divulgence or any information, knowledge, know-how, experience, transactions, affairs, dealings etc. of the establishment that pass through or come to your knowledge.
11. Your training can be terminated without assigning any reasons thereof, before expiry of 12 months training period by either party by giving 30 days notice or stipend of one month in lieu thereof.
12. Please note that date of commencement of your training will be from the date you actually report.
13. Please sign and return the duplicate copy of this letter as token of your acceptance.

Thanking you,

Yours faithfully,
For

Authorised Signatory

I confirm having read and understood the terms and conditions and are acceptable to me. My training period commenced on :

DRAFT