

LETTER FOR LEAVE VACANCY APPOINTMENT

Date- _____

To,

**Sub: Temporary appointment on account of Leave
Vacancy.**

Dear Sir/Madam,

This has reference to the discussions that you have had with the Management. As you have been made aware, Mr. _____ has had to take leave of absence on account of _____. As a result a Leave Vacancy has arisen in the _____ Department for the purpose of _____. Since there is an urgent need to fill in the Leave Vacancy created during Mr. _____'s absence, you have expressed your willingness to fill in the same.

You are hereby appointed to fill in the Leave Vacancy. Your appointment shall be for the leave period expected to be between _____ and _____, both inclusive. You are to be paid on a pro rata basis for days actually worked on a monthly amount of Rs. ____/- (Rupees _____ only).

Please note that notwithstanding the above, the Management has the right to cancel your temporary appointment at any time prior to the completion of the period indicated above.

Please further note that your appointment on account of Leave Vacancy shall not entitle you to any benefits that are available to permanent employees of

the Company. While you are working with the Company, you shall be governed by the rules and policies of the Company dealing with Confidentiality, Non-disclosure and discipline.

If you are in agreement with the above terms, please sign a copy of this Letter and return the same to the Management.

Thanking you.

Yours faithfully,

DRAFT