

**LETTER OF PERMANENCY**

Shri .....  
(Name and Address)  
.....

Dear Sir,

**Sub: Letter of Permanency.**

1. You are in our employment as a worker. We are happy to inform you that you are made a permanent employee w.e.f. ....
2. You will be paid wages as per the Agreement dated. ....
3. .... (date) shall be considered as date of commencement of your employment as a permanent worker with us and the same shall be considered as your date of joining for all legal purposes.
4. You will be governed by the Model Standing Orders and other rules and regulations of the Company, a copy of the same is available in the Labour Office of the Company.
5. You are governed by the present rules, regulations and agreement. You will be also governed by the settlement that would be entered into from time to time with the Union. You will be eligible for benefits as per terms and conditions of the settlement.

Our Company is \_\_\_\_\_ (State the principal business of the Company and other applicable details and expectations pertaining to the worker). Therefore, we expect that you will maintain qualities, standard and discipline.

We welcome you as a Permanent worker. We hope the employment shall be beneficial to both.

For .....

General Manager

I have understood the contents and  
in token of acceptance I am putting my  
signature on second copy.