

APPOINTMENT LETTER ON AD-HOC BASIS

To,

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Dear Sir,

The reference to your application for employment, we offer you appointment as
for a period of one year to complete some assignments/ jobs on a monthly salary of Rs.
.....subject to the following terms and conditions :-

1. Be it clearly understood and agreed that your appointment is purely on ad-hoc basis for a period of one year commencing from
2. Unless terminated earlier by one month's notice or salary in lieu of notice, your services will come to an automatic end on completion of one year and no notice or any compensation will be given to you.
3. Being appointed on ad-hoc basis, you will not be entitled to privileges/ benefits/ allowances which are available to the regular employees.
4. During this ad-hoc period of one year, either party can terminate the service by giving one month's notice or one month's salary in lieu thereof.

In case the above terms and conditions are acceptable, please signify your acceptance by signing the duplicate copy of this letter.

Signature of the applicant