**Date :**

**Name :**

Address **:**

Dear Mr.

***Sub: Employment under Fixed Term Agreement***

We are pleased to offer you employment in our Company as “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” for a fixed term of employment on the following terms and conditions.

***Validity***

The agreement shall be valid for the period with effective from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ or up to the completion of the project whichever is less. Notwithstanding this, in the event of the project / work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project / work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, and no notice pay or retrenchment compensation will be payable to you by the Management, unless they are explicitly extended by us by a letter in writing.

***Compensation & Statutory Deduction***

You will be compensated for your employment as per the details provided in the annexure I.

You will be covered under the all the statutory benefits applicable to you as per the law in force.

Your salary/earnings will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

***Transfer***

During the period of fixed term, your services could be deputed time to time on need based at the sole discretion of the Management to any of our locations / division / department anywhere in India to do work pertaining to or incidental to the clients business.

***Rules***

In the day to day functioning or carrying out all responsibilities, you will receive instructions from the Department / Functional Headsand will undertake to abide by any suggestions etc., given by any assigned person(s).

You would be following the working hours as per the locations you have transferred.

***Nondisclosure***

You shall take care not to disclose confidential information / trade secrets etc., that you may come across in the course of your responsibilities to anyone outside Company. You shall use such information only in connection with the services provided to the Client.

***Indemnity***

You shall be responsible for protecting any property entrusted to you in the due discharge of your duties and you shall keep XXX indemnified against any claim whatsoever against loss of any kind to the said property.

***Liability***

You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever. This arrangement is purely a contractual agreement between you and XXXX for the specified period.

You shall not engage in any act subversive of discipline in the course of your duties either within office or outside and if were at any time found indulging in such acts, we reserve the right to initiate disciplinary action as is deemed fit , against you.

***Termination***

This contract shall be terminable by either party giving one month’s notice in writing or salary in lieu of notice, to the other. Except one month’s notice or salary in lieu thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the Management if your services are terminated before the aforesaid specified and fixed period of your service

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

**for *XXXX Pvt Ltd***

***Head - HR***

I confirm my appointment on the above terms & conditions, which have been read and understood by me/have been explained to me in language known to me and I agree to abide by all the above terms and conditions.

I hereby accept the above mentioned terms and conditions

Signature & Name: Date: