

LETTER FORMATS FOR

**HR
MANAGERS**

Editor

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Introduction

Dear All

Thanks fro downloading and reading this book. As this letter has some common formats and uses, I decided to free distribute among the HR personals and want to be HR personal.

I indent to include the most commonly used letters by the HR Managers. Most of the letters are already published in my website and www.mahmudhasan.com. If you think you need more letters please visit my website for that.

If you think, there need some changes or you want to include your letter format with the next version of this book, please send me to mailme@mahmudhasan.com and I will review and include in the version of the book.

Two new books of mine are on the way to published. Alas! those are not free.

- Training and Development Handbook
- Encyclopedia for HR Manager

For any type inquiry, please contact me.

Thanks

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Confirmation Letter Format

[DATE]

NAME
DESIGNATION
DEPARTMENT

Dear [NAME],

Sub:-**Confirmation**

Consequent to your successful completion of your probation period, you will be happy to note that you will be confirmed to the services of our esteemed Company effective [DATE]. In terms of the appointment order, you have undergone the Probation period of One year from the date of joining i.e. [DATE], which closed at the closing hours [date]. On receiving the satisfactory reports from your superiors, the management wishes to confirm your services and your terms of employment; other conditions would remain same as per the order during your tenure of service with our organization.

Being a confirmed employee, the organization anticipates further outstanding works from you and we fervently hope that you will keep up the expectation.

We wish you very best of luck in your career with our organization.

Thank you,

For [COMPANY NAME]

Authorized Signatory

Experience Letter Format 01

TO WHOM IT MAY CONCERN

This is to certify that _____ was employed with us as a ' _____ ' in the Information Technology department, from August 6, 2006 to August 7, 2007.

During the period of his assignment, we found him sincere, hardworking and a keen learner.

We wish him all the best in his future endeavors.

For _____

Experience Letter Format 02

To whomsoever it may concern

This is to certify that XXXXXXXX is working with our organization in a capacity as Sr. Technical Recruiter since XXXXXXXX till date.

During her tenure with us we found her to be quite hardworking, sincere and result oriented person. As a Sr. Technical Recruiter few of her responsibilities are:-

Handling full life cycle recruitment of high profile IT professionals in varied industries.
Responsible for coordinating and mentoring with the team members
Recruit permanent/contract candidates for various projects with Fortune 200 and large IT services providers.
Responsible for sourcing, pre-screening, conducting personal and technical interviews, checking references, negotiating salaries and pay rates and other legal process in recruitment etc.

Since the inception of her appointment she has been taking the assignments as a challenge by implementing continuous improvement strategy. She has been a very dedicated individual who had absolutely no vanity in spite of her high accomplishments and profound knowledge in her field.

Due to her skills, commitment and continued hard work, we wish her success in her ambitions.

For XXXX

XXXXX
HR Manager

Experience Letter format 03

[date]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr.KXXXXXXXXX had been associated with our organisation as CONSULTANT – (MANAGEMENT TRAINEE) for the period from 27-10-2009 to 11-08-2009.

We found Mr.XXXXXXXXXX is effective in discharging responsibilities assigned to him.

During his tenure with us for the above period, we found him efficient, his character and conduct were good.

We wish him success in his future assignment.

XXXXXXXXXXXXXXXXXX.

XXXXXXXXXX

Experience Letter format 04

[date]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr.XXXXXXXXXX had been associated with our organisation as XXXXXXXXXXXX for the period from 01-04-1997 to 31-08-1998.

We found Mr.XXXXXXXXXX is effective in discharging responsibilities assigned to him.

During his tenure with us for the above period, we found him efficient, his character and conduct were good.

We wish him success in his future assignment.

XXXXXXXXXXXXXXXXXX
XXX

Experience Letter Format 05

June 31st, 2008

To Whomsoever It May Concern

This is to certify that Ms. A was employed with our Company (name of company) from ___ to ___ as an ___ (Designation) for a period of _____ years

Her major responsibilities included working on Human Resource like Joining & Separation formalities, Attendance Management, Induction Programs, Appointment Letter & Confirmation, Job Portals, Administration, Maintaining Personal files of Employees, Employee Relation.

Her Exposure in these areas is very good. During her tenure with us, she ably handled major responsibilities and found her to be hardworking and very productive.

We have found her to be self starter who is motivated, duty bound, and a highly committed team player with strong conceptual knowledge.

We at (company name) wish her all success in her future endeavors

For (Company Name)

Name
Manager {Human Resource}

Resignation Letter Acceptance Sample

[date]

To,

Mr.XXXXXXXXXXXXXX

We are in receipt of your resignation letter dt. XX-XX-XXXX and confirm acceptance of the same with effect from XXth August 'XXXX. Please note that the last working day is XXth August 'XXX.

Kindly handover the charge to XXXXXXXXXXXXX, Consultant (Sales & Admn.). Please inform your address for future correspondence regarding settlement of your account.

Regards,

for XXXXXXXXXXXXXXXX

XXXXXXXXXX

Relieving Letter Format

Mr.

Sub: **Relieving Letter**

Dear,

This has reference to your resignation letter dated XX XX XXXX from the services of the company.

In this respect we would like to inform you that your resignation from the services of the company has been accepted and you will be relieved w.e.f. 2007 on the closing of working hours.

We wish you all the success in your future endeavors.

ALL THE BEST TO YOUR CAREER.

Yours truly,

Termination Letter Sample 01

[date]

Dear Mr. [name]

Sub: **Letter of Termination**

We would like to bring your notice that we have come across the following lapses which invite very serious administrative action as per your terms and conditions of employment.

- 1) **Not reporting to duties since 28th May, 2008 without information.**
- 2) **Negligence to reply our continuous and frequent communications.**

Though, we gave you several warnings in order to issue ample opportunity to correct yourselves, you did not put your efforts to adopt the right ways.

After observing for a long time and issues several warnings, we do not have any other alternate action but to initiate action and we are constrained to terminate your services with effect from November 1, 2008. This letter is to be treated as Notice period of your termination. Your services to our organization would cease at the closing hours of 1st day of November 2008.

You will not be entitled for the salary and other benefits with effect from the day you are absent without notice, which please note.

Thank you

yours faithfully

For [company]

Authorized Signatory

Termination Letter Sample 02

[Employee Information]

Dear Mr. [FIRST NAME]

In view of sales restriction in [Place], the management felt that your services can be dispensed with.....

We therefore give you termination notice from to day and your services will be fully terminated at the closing hours of 31 st December 2008.

We request you complete all the pending works before the said date

Thank you

Termination Letter Sample 03

Date: 1st August 2007

To Mr. ABC

Sub: Long Absence from Work

Dear ABC,

This is with reference to your long absence from work and not reporting for duty since “11th July 2007”.

You have taken sick leave, but now you are not responding to our calls and neither you are contacting us. We are not receiving any intimation from your side, which proves beyond doubt that you are no more interested in performing your duties and responsibilities.

You are required to intimate the reason of your absence, either telephonically or personally within 3 days i.e. before 3rd August 200 and also Submit a Medical Certificate before the close of business hours on Monday 6th August 2007, failing which the organization will be liable to take any action against you, which includes termination from service.

With best wishes,

Yours sincerely,

Name of HR personnel
Human Resources Department
Authorized Signatory
Date: 1st August 2007
Place:

Termination Letter Sample 04

Date: 9th August 2007

To Mr. ABC

Subject: Termination from Service

Dear ABC,

This is with reference to the earlier letter sent to you on 1st August 2007.

Since as per the above referred letter, you were required to intimate the reason of your absence, either telephonically or personally within 3 days i.e. before 3rd August 2007 and also Submit a Medical Certificate before the close of business hours on Monday 6th August 2007, failing which the organization would terminate from service.

We have till date not received any intimation from your side, which proves beyond doubt that you are no more interested in performing your duties and responsibilities. Taking in view of the above facts and circumstances we have decided to terminate your services w.e.f 11th June 2007, your last date of presence at [Organization Name.]

Thanking you,

Yours sincerely,

Name of HR Personnel
Human Resources Department
Authorized Signatory
Date: 9th August 2007
Place:

Interview Call Letter

Date

<Name of the candidate>

<Address>

Dear Mr./Ms. _____,

This has reference to your application, indicating interest in seeking employment with our company. We thank you for the same.

We would like to personally meet you for a discussion on _____ at _____ at the following address: _____

We hope this time and venue is suitable to you. If it is not, we request you to get in touch with Mr. _____ indicating suitable date and time for the same.

The company will reimburse you the expenses incurred by you for this meeting. As per our guidelines, you will be entitled to 2nd class A.C. to and fro train fare / Y class airfare.

We are enclosing our company application form and request you to fill the same and bring it along with you when you come for this visit. This will facilitate the interview process.

To help us co-ordinate this meeting effectively, we request you to confirm to us your availability for this meeting either by fax or on phone. Our fax no. is _____ and our board telephone no. is 91-22-66601100. Kindly ask for Mr. _____ who will be your contact person throughout the process.

We look forward to meeting you.

Kind Regards,

<Name of the Manager>

<Designation>

<Company>

Letter of Initial Offer

Date

<Name of the selected candidate>

<Address>

Dear Mr. / Ms.,

Welcome to (Organization Name)!

It gives us great pleasure to offer the role of _____, for which you interviewed with us.

This job, as explained to you, is in the Management Grade _____ of our company. The compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. We request you to go through the same and return the enclosed duplicate copy of this letter in acceptance of the same.

Accordingly, we will arrange to issue to you a detailed letter of appointment on the date of your joining us, which we agreed between us will be any day on or before _____.

The role, in which you join us, is a very important one which will entail dealing with important and sensitive information, records and such other matters of the company. You will, therefore, be required to sign a "Code of Conduct and Secrecy Agreement" of our company at the time of your joining the company.

We look forward to you joining our team. We are sure that you will have a bright career with our company.

We take this opportunity to welcome you and your family into the folds of our company.

Kind Regards

<Name of the Business Leader>

<Designation>

<Company>

Letter of Regret

Date

<Name of the candidate>

<Address>

Dear Ms / Mr. <name>,

This has reference to the meeting we had on _____.

We appreciate your taking time off to meet us at _____. We had detailed deliberations with reference to your profile with our relevant managers. At present, we do not have a suitable position matching your sincerity and experience.

We are therefore unable to offer you an immediate placement in our company. Positions matching your profile are likely to come up in the future. We have therefore placed your profile on our data bank. We will, at the appropriate time, get in touch with you to reevaluate your interest.

We take this opportunity to wish you good luck.

Best Regards,

<Name of the Manager>

<Designation>

<Company>

Reference Check Letter

Strictly Confidential

Date

< Name of the company/referred person>

<Designation>

<Address>

Dear Mr., Ms. _____ ,

We are in discussion with Mr. _____ and we are evaluating his suitability for placement in our organization as _____.

In the course of his meetings with us, he suggested that we could seek employment reference from you considering that he has worked in your organization between _____ and _____.

We have a form to facilitate easy capturing of your information. We, therefore, request you to fill the same and return it to us in the self-addressed envelope.

We assure you of holding the information provided by you in strict confidence. Should you prefer to give this information over phone instead of filling it, you can contact Mr. _____ on telephone no. _____.

Thanking You,

Best Regards,

<Name of the Manager>

<Designation>

<Company>

Reference Check Form

Your Name:
Company Name:
Company Address:
Contact No.s:

Name of the candidate:
Engagement tenure with your Company:
Date of joining your Company:
Date of leaving your company:
Last position held:

What business is your company involved in?

Please describe your reporting relationship with the candidate. If none, then, in what capacity did you observe the candidate's work?

What was the reason for the candidate leaving your Company?

What were the key responsibilities of the candidate in his/her most recent position?

Did the candidate have any direct reports? If yes, how many? What were their roles?

Tell us about the candidate's most recent contributions to the achievement of your company's mission and goals?

Describe the candidate's relationships with his/ her co-workers, reporting staff and supervisors

What was his/her attitude and outlook that he brought to the workplace?

Describe the candidate's productivity, commitment to quality and customer orientation.

What are the candidate's most significant strengths?

What are the candidate's most significant weaknesses?

What is your overall assessment of the candidate?

We are hiring this candidate at <position>. Would you recommend him/her for this position?

Would you rehire this candidate? Why or why not?

Are there additional comments you'd like to make?

Thank you for taking out your valuable time for us!

Mobile Allotment Letter

<Date>

To : <Name of the employee>

Company : <Name>

Dear <First name of employee>,

It gives us immense pleasure to welcome you into our fold.

To ensure that we are constantly in touch, we have assigned this handset to you. Please acknowledge receipt of the Mobile - NOKIA _____ - _____ colour, Sr. No. _____ along with charger and instruction/usage manual, which is being allotted for use, by the Company.

- Your mobile no. is _____
- On receipt of the monthly bill, you are requested to identify all personal calls and submit a cheque for that amount to the Accounts Dept. along with the bill. This has to be duly approved by your manager.

To know more information about payment of ongoing bills and such other relevant issues, please visit our website and access _____.

- In case of loss / damage of the handset, you shall be required to replace the handset at your own cost.
- At the time of leaving the services of the Company, you will have to return this handset and sim card to the undersigned / Unit HR of the Company along with the complete accessories given.

_____ - CHR Received

----- - Unit HR _____

CC: HR/Personal Folder
Accounts Dept.

Letter of Appointment for Senior /Middle/Junior Management

<Date>

<Name of the employee>

<Address>

Dear <First name of the employee>

This has reference to the discussions you had with us. We are pleased to offer you the position of “_____” at level _____ in the management cadre of our Company, on the following terms and conditions:

1. Basic Salary: BDT. _____/- (Taka _____ only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management.
2. H.R.A. / Accommodation: 60% of your basic salary will be paid to you as house rent allowance. If you are provided a company accommodation, the same will be regulated by the relevant policy, for which you may refer our Company Leased Accommodation (C.L.A.) policy on our _____ site.
3. Special Allowance: BDT. _____/- (Taka _____ only) per annum.
4. Food Coupons: You will be entitled to food coupons worth BDT. _____/- per month. You may choose to opt out of this, for which you need to indicate your choice to your HR manager. For details where these coupons are applicable, you may refer our directory on our _____ site.
5. Leave Travel Assistance: BDT. _____/- (Taka _____ only) per annum for each completed year of service as per the rules, payable on a yearly basis.
6. Domiciliary Medical Expenses: Tk.. 15000/- (Taka Fifteen Thousand only) per annum for each completed year of service as per the rules, payable on a monthly basis.
7. Hospitalization: You would be covered under the Company’s Hospitalization scheme. For details you may refer our Hospitalization policy on our _____ site.
8. Provident Fund: The Company will contribute 12% of your basic salary towards Provident Fund. Similar deduction will be made from your salary.
9. Superannuation: If you indicate specific desire to do so, the Company will contribute 15 % of your basic salary per annum towards superannuation fund till you attain the age of 58 years. The benefits of this contribution will be made applicable to you, totally in accordance with the terms of the scheme. Please refer to Mr. _____ for further information on our Company Superannuation Program.
10. Gratuity: You will be entitled to an equivalent of 15 days of your last salary drawn for every completed year of service as per the terms of the scheme, subject to a maximum of BDT3, 50,000/- (Eligibility after 5 years of completed service).

11. Corporate Attire: You will have a choice to select corporate attire worth BDT _____/- from the options provided by the Company every year. If you indicate your desire to opt for this scheme, the Company will contribute 50% of this amount and the balance will be deducted from your salary. For more details, you can refer our Corporate Attire Policy on our _____ site.

12. a) This order of appointment can be terminated on either side by giving three month's notice or payment of salary (basic) in lieu thereof.

b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 3 months' notice in writing or an equivalent of 3 months salary in lieu thereof.

c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at _____ and report to _____ or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in Bangladesh. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the (Organization Name) Group. You may also be assigned such other duties as may become nec(Organization Name)y at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the Secrecy Agreement upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the

company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in Bangladesh or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within Bangladesh or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than _____.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards,

<Name of the Business Leader>

<Designation>

<Company>

Letter of Performance (Increment) - 1

October 31, 2006

<Name>
<Company>
<Employee Number>

Dear _____

Congratulations!

Your performance during the year was exemplary! You were rated as _____ by your manager.

Accordingly, we have decided to upward revise your compensation and increase your CTC by BDT _____ w.e.f. _____.

A one time performance award of BDT _____ is also being given to you.

Whilst appreciating your dedication and performance, we look forward to your sustained performance in the year ahead and wish you a bright career with our company.

Best Regards,

<Name of the Business Leader>
<Designation>
<Company>

Letter of Performance (Increment) – 2

October 31, 2006

<Name>
<Company>
<Employee Number>

Dear _____ ,

We take this opportunity to thank you for your valuable contributions to our business performance during the year ____ - ____.

While fixing your new CTC, we have considered your performance in the role whilst also making market correction that may be required based on our review of compensation in comparable companies.

Your revised CTC for ____ - ____ effective _____ is BDT _____/- which comprises of:

- BDT _____ as a fixed component of the pay plan , and
- BDT _____ as a variable component of the pay plan which is linked to your performance.

You will also be paid BDT _____ as a one time performance award on the basis of this assessment and that of the company performance.

The year ahead is going to pose several challenges. This nec(Organization Name)ily will demand exceptional performance from all of us to sustain our leadership contributions. We are confident that you will rise to this challenge and pool in your energies, competencies and commitment to achieve further heights.

We take this opportunity to thank your family for having supported you to deliver your best in ____ - ____.

Best Regards,

<Name of the Business Leader>
<Designation>
<Company>

Letter of Performance (Promotion)

October 31, 2006

<Name>
<Company>
<Employee Number>

Dear _____,

Congratulations!

Based on your sustained performance over the years and our assessment of your readiness to take up higher responsibilities, we are pleased to promote you as _____ and place you in the level _____ of our company.

Accordingly, your compensation is revised w.e.f. _____ and your CTC will now be _____ which will comprise of:

- BDT _____ as a fixed component of the pay plan , and
- BDT _____ as a variable component of the pay plan which is linked to your performance.

You will also be paid BDT _____ as a one time performance award on the basis of this assessment and that of the company performance.

We are confident that you will discharge your new responsibilities effectively and redeem our trust in you.

We take this opportunity to thank your family for having supported you to deliver your best in ____ - ____.

Best Regards,

<Name of the Business Leader>
<Designation>
<Company>

Letter of Transfer

17th October 2006

<Name>

<Company>

Dear Mr. _____

This has reference to the discussion we had with you regarding your move to _____ as _____. The move will be effective _____ and your services in this assignment will be deemed to be continuous, without any break.

With effect from 1st January 2004, you are transferred on a continuous service basis from <xyz> to (Organization Name) Oil Ltd. We confirm that, you would be deemed to have been in continuous service with (Organization Name) Oil Ltd. without break. Privilege leave and other statutory benefits enjoyed by you would continue to accrue to you taking into account the date of your joining CAIRS (Computer Aided Information and Research Services) Pvt. Ltd.

Please return the duplicate copy of this letter duly signed by you, as a token of your acceptance.

We wish you all the best for your future assignments.

Yours faithfully,
For CAIRS (Computer Aided Information and Research Services) Pvt Ltd.

<Name>

<Designation>

We have pleasure in confirming the above arrangement. You will continue to be governed by (Organization Name) Staff Regulations in force.

Yours faithfully,
For (Organization Name) OIL LTD

<Name>

<Designation>

Letter of Appointment – Management Trainee

October 31 2006

<Name>

<Address>

Dear < First name of employee>,

Further to the interview you had with us, we are pleased to appoint you as Management Trainee in our organization.

The terms and conditions governing your training are given below:-

1. Training period:

You will be on training for a period of 9 months effective date of starting of this program, which will be indicated to you.

2. Consolidated Stipend

A sum of BDT _____/- (Taka _____ only) per month will be paid to you as stipend.

You will not be entitled to any other benefits, apart from the above.

3. Notice period during training

The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days notice or upon payment of stipend in lieu thereof.

4. Posting:

Initially you will be posted at Mumbai. However during this period of training, you can be transferred to any other department/division of the company, anywhere in Bangladesh or overseas. You may also be assigned such other duties as may be nec(Organization Name)y at the discretion of the management, in any branch or office of the company and/or its subsidiaries or associate companies.

5. You will be required to sign an Undertaking-cum-Indemnity Bond / Agreement on joining.

6. This appointment is subject to:

a) Your having secured a certificate of completion as declared by your Institution / University.

b) Your being examined & found medically fit. (Please have yourself medically examined by a general physician, as per the standard examination list enclosed and if referred further by any specialist. The same would have to be filled in and certified by the physician and sent to us directly by _____ (date).

The fees incurred for the same would be reimbursed on you joining).

7. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.

8. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.

9. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Secrecy Agreement on your joining.

10. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

11. Should there be a need for any modification in one or more benefits extended to you through this letter, by way of enactment of any law by the appropriate State/Central Government, you would be entitled to the higher of the benefit(s) but not both.

12. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

13. Your appointment is with effect from _____

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards,

<Name of the Business Leader>

<Designation>

<Company>

Letter of Appointment - Graduate Engineer Trainee/Diploma Engineer Trainee

October 31 2006

<Name>

<Address>

Dear < First name of employee>,

Further to the interview you had with us, we are pleased to appoint you as _____ Trainee in our Company.

The terms and conditions governing your training are given below:-

1. Training period:

You will be on training for a period of 12 months effective date of starting of this program, which will be indicated to you.

2. Consolidated Stipend

A sum of BDT _____/- (Taka _____ only) per month will be paid to you as stipend.

You will not be entitled to any other benefits, apart from the above.

3. Accommodation

You will be provided with shared bachelors' accommodation during your training period.

4. Notice period during training

The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days notice or upon payment of stipend in lieu thereof.

5. Posting:

Initially you will be posted at _____. However during this period of training, you can be transferred to any other department/division of the company, anywhere in Bangladesh or overseas. You may also be assigned such other duties as may be nec(Organization Name)y at the discretion of the management, in any branch or office of the company and/or its subsidiaries or associate companies.

6. You will be required to sign an Undertaking-cum-Indemnity Bond / Agreement on joining.

7. This appointment is subject to:

a. Your having secured a certificate of completion as declared by your Institution / University.

b. Your being examined & found medically fit. (Please have yourself medically examined by a general physician, as per the standard examination list enclosed and if referred further by any specialist. The same would have to be filled in and certified by the physician and sent to us directly by _____ (date). The fees incurred for the same would be reimbursed on you joining).

8. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.

9. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.

10. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Secrecy Agreement on your joining.

11. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

12. Should there be a need for any modification in one or more benefits extended to you through this letter, by way of enactment of any law by the appropriate State/Central Government, you would be entitled to the higher of the benefit(s) but not both.

13. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

14. Your appointment is with effect from _____

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards,

<Name of the Business Leader>

<Designation>

<Company>

Letter of Confirmation - Management Trainee

October 31 2006

<Name>

<Company>

<Employee Number>

Dear <First name of employee>

Congratulations on successful completion of your training in our company!

It gives me great pleasure to confirm your services with our company effective _____. You are accordingly designated as _____ and placed in _____ management grade of Business Leaders in our company based on the following terms and conditions:

1. Basic Salary: BDT _____/- (Taka _____ only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management.
2. H.R.A. / Accommodation: 60% of your basic salary will be paid to you as house rent allowance. If you are provided a company accommodation, the same will be regulated by the relevant policy, for which you may refer our Company Leased Accommodation (C.L.A.) policy on our _____ site.
3. Special Allowance: BDT _____/- (Taka _____ only) per annum.
4. Food Coupons: You will be entitled to food coupons worth BDT _____/- per month. You may choose to opt out of this, for which you need to indicate your choice to your HR manager. For details where these coupons are applicable, you may refer our directory on our _____ site.
5. Leave Travel Assistance: BDT _____/- (Taka _____ only) per annum for each completed year of service as per the rules, payable on a yearly basis.
6. Domiciliary Medical Expenses: BDT 15000/- (Taka Fifteen Thousand only) per annum for each completed year of service as per the rules, payable on a monthly basis.
7. Hospitalization: You would be covered under the Company's Hospitalization scheme. For details you may refer our Hospitalization policy on our _____ site.
8. Provident Fund: The Company will contribute 12% of your basic salary towards Provident Fund. Similar deduction will be made from your salary.
9. Superannuation: If you indicate specific desire to do so, the Company will contribute 15 % of your basic salary per annum towards superannuation fund till you attain the age of 58 years The benefits of this contribution will be made applicable to you, totally in accordance with the terms of the scheme. Please refer to Mr. _____ for further information on our Company Superannuation Program.

10. Gratuity: You will be entitled to an equivalent of 15 days of your last salary drawn for every completed year of service as per the terms of the scheme, subject to a maximum of BDT3, 50,000/- (Eligibility after 5 years of completed service).

11. Corporate Attire: You will have a choice to select corporate attire worth BDT _____/- from the options provided by the Company every year. If you indicate your desire to opt for this scheme, the Company will contribute 50% of this amount and the balance will be deducted from your salary. For more details, you can refer our Corporate Attire Policy on our _____ site.

12. a) This order of appointment can be terminated on either side by giving three month's notice or payment of salary (basic) in lieu thereof.

b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 3 months' notice in writing or an equivalent of 3 months salary in lieu thereof.

c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at _____ and report to _____ or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in Bangladesh. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the (Organization Name) Group. You may also be assigned such other duties as may become nec(Organization Name)y at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards

the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the Secrecy Agreement upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in Bangladesh or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within Bangladesh or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than _____.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards,

<Name of the Business Leader>

<Designation>

<Company>

Letter of Appointment – Advisors/Consultants

October 31 2006

<Name>

<Address>

Dear <First name >

With reference to the discussions you have had with us, we are pleased to appoint you as “ _____ ” for our Group companies on the following terms and conditions:

1. You will be paid a consolidated amount of BDT _____ (Taka _____ only) per annum.
2. The above consolidated amount will consist of the following:
 - a) BDT _____ per annum as fixed pay, and
 - b) BDT _____ per annum as variable pay which is linked to your performance and that of the company.
3. This appointment is for a period of two years effective date of your joining and may be renewed on a mutual basis. This arrangement is with effect from _____ and will be valid for a period of _____ years/s.
4. In this capacity, you will be located at _____ and will report to _____ or any other person nominated by the company. However, your services could be transferred to any other Departments/Divisions of the Company. Notwithstanding your appointment in this company, your services could be reassigned to any other company of the (Organization Name) Group.
5. You may also be assigned such other duties as may become nec(Organization Name)y at the discretion of the Management in any Branch or office of the Company and/ or its Subsidiaries or Associate Companies.
6. You will be eligible for 18 days leave pro-rated per calendar year. However, leave will be allowed subject to exigencies of work.
7. You will be provided comprehensive Accident/ Medical Health Insurance for your and your spouse.
8. It is clarified that in addition to the above, you will not be entitled to any other benefits.
9. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.
10. You shall observe all rules and regulations of the company.

11. During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.

12. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.

13. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations.

Kindly sign a copy of this letter in acceptance of the above mentioned terms and conditions and return the same for our records.

Best Regards,

<Name of Business Head>
<Designation>
<Company>

Letter of Empanelment as Executive Search Agent

October 31 2006

<Name>

<Address>

Dear Mr./Ms. _____

Further to our discussions, it is our pleasure to empanel the services of your firm for providing consultancy services for Executive Search to the (Organization Name) Group on the following terms and conditions:

1. Duration: This Empanelment as a Consultant with us is initially for a period of one year with effect from date of issue of this letter. The terms of this contract will be reviewed on a yearly basis.

2. Services: You will be required to provide the following services:

a) Recommend suitable personnel for jobs, the details of which have been given to you. We expect you to revert within two weeks with a minimum of at least 8 - 10 suitable candidates for a particular job

b) Prior to referring any candidate to us, you will be required to do a complete evaluation of the candidates' potential, job knowledge, performance etc., and do a thorough reference check of the candidate. We expect that this information be submitted along with every Resume forwarded by you as an appraisal report.

c) Besides using your in-house data bank you may also be required to head - hunt for senior personnel. You will be briefed completely by us as to what may be conveyed in these cases. We expect you to handle such assignments with great confidentiality.

e) You may be assigned other work pertaining to recruitment from time to time, which will be conveyed to you separately.

f) You are required to maintain the highest order of confidentiality and secrecy of information and in case of any breach; this may be terminated by the Company with immediate effect.

g) You will, under no circumstances approach any employee of any of the (Organization Name) Group companies directly or indirectly for any positions while dealing on behalf of your other clients.

h) It is expected that you will not refer the same candidates being considered by us- especially at senior levels - to other (Organization Name) group companies without the consent of the concerned Human Resources Head at (Organization Name).

3. Procedure: The following procedure will apply in your interactions with any of our Group Companies

The Unit HR Head will communicate, either orally or in writing, all employee specifications. Based on this you may refer your candidates' directly to the concerned Unit HR Head. However a list containing complete details of these candidates must be sent to the Corporate Human Resources Dept. This will enable a closer co-ordination of the candidates being referred by you and ensure that there is no duplication of efforts by our Units meeting the same candidate more than once.

Should any of your candidates be short listed for interviews, you will be informed and requested to co-ordinate further meetings accordingly.

4. Professional Fees: On selection of any of your candidates for any position the following terms will apply:

The fee applicable is ____% of gross emoluments (equivalent to annual cost to the company inclusive of all perquisites, allowances and other retirement benefits), i.e. Basic, HRA, , Conveyance / Car operating expenses, Leave Travel Allowance, Domiciliary Medical Reimbursement, Uniform Corporate Attire Expenses Reimbursement.

In case of a Company maintained house, sixty percent of the basic salary as an equivalent amount towards HRA would stand applicable for such computation. In the case of a fully maintained company car being given to the candidate, 30% of the Basic salary as an equivalent amount should be considered. If the candidate is given the fuel expense option then the actual limit amount will stand applicable. The following perquisites will not be included while calculating placement charges due to any consultant for recruitment of any of its candidates:

- (i) The value / interest on any loans or fixed assets
- (ii) Lunch Subsidy
- (iii) Telephone rentals
- (iv) Actual lease rental on any house that may be taken for any candidate (60% of basic salary as an equivalent amount will be considered.).

Other expenses, such as out-station travel expenses incurred by you provided these are incurred with the prior concurrence of the concerned Unit HR Head upon submission of actual bills, will be reimbursed. All payments will be made by cheque after four weeks of the candidate's joining the organization.

You will not be paid any professional fees for candidates who have already been seen directly by any Group Companies and subsequently referred by you. Communication pertaining to the candidate's salary offer will be done directly by our concerned Unit HR Head.

5. Exclusion: If the conduct of your firm, during the execution of any assignment is found to be unbecoming of normally expected professional standards, then your services may be discontinued.

Kindly sign the duplicate copy of this letter in token of your acceptance and return the same to us for our records.

Best Regards,

<Name of Human Resources Leader>

<Designation>

