



15th December 202X

Subject: Offer Letter for Employment

Dear {Name of Employee}

We are pleased to make an offer to you to join {Name of School/Organization} as **Assistant Teacher**. You shall join {Name of School/Organization} on **15th December 202X**. Your total cost to {Name of School/Organization} will be **Rs .XX,XX,XXX/- per annum** (Rupees _____ only), excluding Indirect Benefits.

TERMS & CONDITIONS

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. A detailed set of terms and conditions/policies/rules/regulations will be provided in the Employee Handbook post appointment.

Hence you are requested to contact the management for policies/rules/regulations, which are applicable to you.

We expect you to keep the offer letter and salary details confidential at all times. Acceptance of this letter will be deemed as acceptance of the terms and conditions/policies/rules/regulations specified in the Employee Handbook.

NATURE OF EMPLOYMENT

This offer is made on the clear understanding that your employment is on a whole time basis and that you will not undertake any other part time/full-time work, without the consent of {Name of School/Organization}. Additionally, this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

As discussed on 4 January 202X, you will go through a period of training before the joining date mentioned above. This will require you to spend a maximum of 30 hours (over 15 days) in {Name of School/Organization} before the joining date to be trained in the Montessori methodology.

PROBATIONARY PERIOD

You will be on probation for a period of 3 months. Your services will be confirmed at the end of the probation period if the Management is satisfied with your work and conduct. The Management reserves the right to extend your probation period if your performance, in the opinion of the Management, does not come up to its expectations.



CODE OF CONDUCT

{Name of School/Organization} has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and adhere to these norms once you join {Name of School/Organization}.

TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

REFERENCES

You are requested to provide at least 2 references (reference letters) from your current and past employers.

Please note that this offer of employment is valid only if you:

- Clear our Background Verification process.
- Join on the date mentioned above.

You are requested to communicate your acceptance and acknowledgement of this offer on or before 12 January 202X over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

We are confident that you will advance professionally and financially with {Name of School/Organization} through your diligence and professionalism. Please feel free to reach out if you have any questions.

For {Name of School/Organization},

Administrative Head/Principal

Acceptance

I, _____, agree to accept the employment on the terms and conditions mentioned in this offer letter.

Name

Signature

Date

Place