

Sample 1: Detailed Appointment Letter Issued Post-Probation

Issue a formal appointment letter *after* an employee successfully completes their probation period.

[COMPANY LETTERHEAD]

[ABC Solutions Pvt. Ltd.]

[123 Tech Park, Silicon Valley, Bengaluru, Karnataka 560100]

[+91 80 1234 5727]

[hr@abc.com]

[www.abc.com]

Date: 25th August 2025

To,

Mr. Arjun Sharma

[456, Residential Towers, Koramangala, Bengaluru, Karnataka 560034]

[arjun.sharma@email.com]

[+91 98765 43210]

Dear Arjun,

Following the successful completion of your six-month probation period which commenced on 20th February 2025, we are delighted to confirm your permanent appointment as a Senior Software Engineer with ABC Solutions Pvt. Ltd., effective 20th August 2025.

Your annual gross salary remains at ₹15,00,000/- (Rupees Fifteen Lakhs Only), payable monthly as per the company's payroll cycle. All other basic terms and conditions concerning your employment as detailed in the initial offer letter dated 15th January 2025 continue to be in effect.

As a confirmed employee, you are now eligible for the full spectrum of benefits provided by the company. This includes, but is not limited to:

- **Employee Stock Ownership Plan (ESOPs):** You will be granted 500 stock options as per the company's ESOP scheme, the details and vesting schedule of which are outlined in the attached Annexure A.

- **Enhanced Health Insurance:** Your group health insurance coverage has been upgraded to include parental cover up to ₹5,00,000. The detailed policy document is available on the HRMS portal.
- **Travel Leaves:** You are now entitled to 7 days of paid travel leave per annum, which can be availed upon approval from your reporting manager.
- **Provident Fund & Gratuity:** You will be part of the company's Provident Fund scheme and will be eligible for Gratuity as per the Payment of Gratuity Act, 1972.

Your employment will be governed by the company's policies, code of conduct, and service rules, which are available in the Employee Handbook on our intranet. The organisation reserves the right to modify these policies from time to time.

Your reporting structure remains unchanged, and you will continue to report to Ms. Priya Patel, Head of Engineering. Your place of posting continues to be our Bengaluru office.

Please sign and return the duplicate copy of this letter as an acknowledgment of your acceptance of these terms.

We congratulate you on your confirmation and look forward to your continued contributions to the growth and success of ABC Solutions.

Sincerely,

[Signature]

Rohan Mehta
Head of Human Resources
ABC Solutions Pvt. Ltd.

Acceptance of Appointment

I, Arjun Sharma, have read and understood the terms and conditions of this appointment letter. I accept my permanent appointment as Senior Software Engineer.

Signature: _____

Date: _____