

Letter of reappointment to an employee after his retirement from service

To

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Dear Sir,

With reference to your application datedasking for your re-appointment after receiving all your legal

Dues we are pleased to appoint you ason a consolidated salary of Rs..... Per menses.....for a period of.....on the following:

TERMS & CONDITIONS

1. Be it clearly understood and agreed that your appointment is being made for a period ofsince you have attained the age of superannuation.
2. Unless your specified period of appointment is extended further or terminated earlier by giving you one month's notice or salary in lieu thereof, your employment will come to an automatic end on the expiry of period as stipulated above and no notice will be necessary nor any compensation shall be paid, unless required under any law for the time being in force.
3. Your continuation in the employment will be subject to your remaining physically and mentally fit and alert. The management shall have every right to get you medically examined or re-examined at any time by the Registered Medical Practitioner, or a Civil Surgeon, whose findings will be final and binding upon you.
4. You will be the whole time employee of the company/establishment as such you will not engage Yourself anywhere for any work either honorary or for remuneration.
5. Your services will be liable to be transferred from one place to another and/or from one branch office to another at the direction of the management.
6. In addition to the terms and conditions as specified in this letter of appointment, your service Conditions will also be governed by the Standing Orders/Service Rules and Regulations of the Organizations/establishment as in force or to be extended or enforced from time to time.
7. You will be the whole time employee of the company/establishment as such you will not engage Yourself anywhere for any work either honorary or for remuneration.
8. Your services will be liable to be transferred from one place to another and/or from one branch office to another at the direction of the management.
9. In addition to the terms and conditions as specified in this letter of appointment, your service Conditions will also be governed by the Standing Orders/Service Rules and Regulations of the organizations/establishment as in force or to be extended or enforced from time to time.
10. Having retired from service on your re-appointment you will not be entitled to the benefits/privileges as available to the regular employees.
11. Your duty hours will be regulated from time to time purely at the discretion of the management. In case the above terms and conditions are acceptable to you, please sign the carbon copy of this letter in token of your acceptance and return the same for record.

Yours faithfully,

Authorized Signatory