**SPECIMEN WORK AGREEMENT**

**Employee ID #**  Date:

**Mr./Ms.**

Passport No:-

***Dear Mr.***

*With reference to the interview, we had with you; we are pleased to employ you in our organization on the following terms and conditions.*

1. ***You will be paid the salary as follows:-***

***Basic Your currency .000/- i.e. Your currency only.***

***Other Allowance Your currency .000/- Your currency only.***

1. *You will be provided permanent resident Visa for a period for 2years .Initial three months will be your probation period. If you are found unfit for the selected position during the probation you will be repatriated to your home country.*
2. *You shall be joining on Bachelor/Family status and the company will provide you free Bachelor/Family accommodation and or in lieu of which allowances will be given as per company’s rule.*
3. *On completion of every 24 months continuous service, you will be eligible for 30 days paid leave with excursion air ticket in economy class in the airlines of the company choice to your Country of Origin.*
4. *You will be eligible for gratuity as per* your country name *Law i.e. 15 day’s Basic salary for the 1st three years of continuous years.*
5. *During the services period, medical expenses incurred by you in* your country name *shall be borne by the company as per the company policy ,excluded cost of spectacles, contact lens and cosmetic dental treatment, etc*
6. *This offer of employment shall be subject to prevailing labor immigration rules of* your country name*. Your place of work will be anywhere in* your country name*.*
7. *You shall pursue all the rules and regulation of our organization and service rules in force from time to time.*
8. *This service offered to you is valid for a period of two years and is renewable on mutual consent. The company has the option to terminate the appointment at any time by giving one month notice and if you wish to terminate the service from the company you may do so giving 3 months notice.*
9. *During the contract period you will not be allowed to take up employment with any other organization in* your country name*.*
10. *On joining the organization, you will be provided with detailed job responsibilities which should be carried out for time to time.*
11. *In case of death of the worker, the company shall forward the mortal remains of the worker to his/her country at the company’s cost and settle all dues of the worker, in coordination with the Embassy of India in your country name.*

***I hereby accept all the terms and conditions of service as recorded herein above***

***Name & Signature: Mr./Ms.***

***Date:***

***(Kindly return the duplicate copy of this letter duly signed as a token of your acceptance)***

***For*** *your company name*

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation of Authorized Signatory**