



LOGO

Name of Company

Address:

Phone:

Email:

Date:

Trainee Name:

Address:

ID Number:

Re: Offer of traineeship under the Back to Work Programme (BTW)

Dear Ms/Mrs.....,

Further to your interview held on the Day Date Month Year, we are pleased to confirm our offer of traineeship to you as at as per start date mentioned in the Agreement bearing contract no., for a duration of 24 months under the following terms and conditions.

1. Job designation of trainee

You will be under traineeship as at

2. Monthly Stipend to be given to trainee

Your monthly stipend will be Rs/- (.....in words) gross with all inclusive.

3. Start & End date of traineeship under the BTW

The placement date will be confirmed to you, upon approval of the above Agreement by the BTW Secretariat of the Ministry of Labour, Human Resource Development and Training. The placement period shall not exceed [24] months.

4. Time of work

The hours of work will be as follows:

Monday to Friday:- From To; include..... Minutes break time.

You may require to work additional hours, in respect of which you will receive overtime allowances.

5. Supervision and reporting

You will be supervised by and will report to.....

6. Schemes of traineeship

You will faithfully discharge duties and tasks assigned to you during your traineeship

7. Termination of agreement

Either party may terminate the present Agreement by giving to the other party at least 14 days' notice in writing or, where the termination is immediate, by paying to the other party an amount representing 14 days of the stipend in lieu of notice.

The Company reserves the right to terminate the present agreement at any time without prior notice and without any compensation whatsoever in the event you commit a breach of the present agreement.

8. Insurance Cover

You will be provided with an insurance cover 24/7 within the work premises.

Yours sincerely,

(Signature)

Name of Employer Representative
Designation of Employer Representative

I,, have taken cognizance of the above, and have fully understood its contents, purport and implications and hereby sign my acceptance to the conditions specified therein.

Signature of Trainee

Date