

A.P. Shops & Establishments Rules, 1990

FORM XXVI

[See Rule -30]

Letter of Appointment

Name and address of the establishment.

Name and address of the employer

Registration No.

Sri/ Smt/ Kumari

Son/ Wife / Daughter of

Passport size
photo of the
employee
duly attested
by the
employee

Aged.....

Date of Birth

is appointed as

(describe here the nature of appointment)

in this Establishment with effect

from

in the scale of pay of Rs.

2. His /her scale of pay/ rate of increment in wages
(period) shall be

(insert the

3. He / She will draw a total
composed of the following namely :

Per Day / Week / Month

(i) Basic Pay

(ii) Dearness Allowance

(iii) Other Allowances.

** Signature of the Employer*

To

Sri / Smt. / Kumari

(here enter full address of the employee).

Copy to :- The Inspector.