

APPOINTMENT LETTER

[COMPANY NAME]

[Company Address, City, Nepal]

Date: [DD Month YYYY]

[Employee Name]

[Employee Address]

Dear [Employee Name],

With reference to your application, our interview(s), and our offer letter dated [DD Month YYYY], we are pleased to appoint you as [Job Title] ("Designation") at [Company Name] ("the Company"), based at [City, Nepal], under the following terms and conditions:

1. Date of Commencement

Your appointment takes effect from [DD Month YYYY] ("Date of Joining").

2. Work Location

Your primary work location will be [City / Office Address, Nepal]. As and when reasonably required by the Company, your place of work may be transferred to another office or work location of the Company or its affiliates, in Nepal or abroad, with reasonable notice.

3. Job Summary

[Insert a brief summary of the role's objective, consistent with the job description for this position.]

4. Duties and Responsibilities

[List the major duties and responsibilities of the role, consistent with the job description.] You may also be required to perform other reasonable duties assigned by your supervisor from time to time, consistent with your role and skills.

5. Working Conditions

- Workdays and working hours: as set out in the Company's Leave and Attendance Policy.
- Holidays and leave: as set out in the Company's Leave and Attendance Policy.
- The role may occasionally require local or outstation travel, as reasonably necessary.

6. Salary and Benefits

Your monthly gross salary will be as follows:

Salary Head	Amount (NPR)
Basic Salary	[•]
Allowances	[•]
Total Gross Salary	[•]
Employer's Social Security Fund / Provident Fund Contribution	10% of Basic Salary (in addition to Gross Salary above)

Applicable remuneration tax under prevailing Nepal tax law will be deducted at source from your salary and deposited with the relevant tax office. Statutory contributions (including Social Security Fund/Provident Fund and Gratuity) are made in accordance with the Labour Act, 2074 and the Company's HR Policy. Other benefits are as set out in the Company's HR Policy.

7. Reporting

You will report to [Manager Name / Designation], or to any other person the Company may designate from time to time.

8. Probation Period

You will be on probation for six (6) months from your Date of Joining. The Company may, at its discretion and based on your performance and conduct during this period, confirm your appointment, extend the probationary period once for a further reasonable period, or end the employment relationship, in each case in accordance with the Company's HR Policy.

9. Employee Obligations

- You will devote your working time and attention to the business of the Company and its clients, and will not, without the Company's prior written consent, engage in any other paid or unpaid occupation, consultancy, or business that conflicts with your duties or the Company's interests, consistent with the Company's Code of Conduct Policy.
- You will comply with the Company's HR Policy, Code of Conduct Policy, Anti-Sexual Harassment (Workplace) Policy, and all other policies of the Company as may be in force from time to time, and will be subject to disciplinary action for any violation, as set out in the HR Policy.
- You confirm that the information you provided during recruitment is true and complete. If any information is later found to be false, incomplete, or withheld, your employment may be terminated in accordance with the HR Policy.

10. Confidentiality

You will be required to sign the Company's Employee Non-Disclosure Agreement, and to maintain strict confidentiality regarding the Company's, its clients', and its employees' confidential information, both during and after your employment, as set out in that Agreement and the Company's HR Policy.

11. Non-Competition and Non-Solicitation

- For a period of [six (6) months] immediately following the end of your employment, you agree not to engage, for yourself or on behalf of any other person or enterprise, in any business activity that directly competes with the Company in the same manner as your role permitted you to compete, within [the geographic area in which the Company operates].
- During your employment and for a period of [one (1) year] thereafter, you agree not to solicit or induce any employee or independent contractor of the Company to leave their engagement with the Company, and not to solicit or take away any client of the Company with whom you had material contact during your employment.

Note to employer: *The enforceability of post-termination non-competition restrictions under Nepali law is not fully settled and may be scrutinised for reasonableness of scope, duration, and geography. Non-solicitation of employees/clients is generally on firmer footing than a blanket non-compete. Seek advice from Nepali legal counsel before relying on this clause, and consider narrowing it to what is genuinely necessary to protect the Company's legitimate business interests.*

12. Termination

- **Resignation:** you may resign by giving the Company at least [30 days'] written notice, or the notice period the Company's HR Policy specifies. The Company will confirm acceptance of your resignation within 15 days, consistent with Section 141 of the Labour Act, 2074; if it does not respond within that period, your resignation is deemed accepted. Where you are unable to serve the full notice period, the Company may, at its discretion, adjust any unused leave encashment or other dues owed to you against the shortfall, and may recover reasonable, demonstrable loss directly caused by inadequate notice, to the extent permitted by law.
- **Termination by the Company:** the Company may end your employment by giving you notice equivalent to the notice period stated above (or payment in lieu, at the Company's discretion), except where your employment is terminated for proven serious misconduct, unsatisfactory performance, or health reasons, in accordance with the disciplinary and termination procedures set out in the Company's HR Policy and the Labour Act, 2074.
- **On termination of employment for any reason,** you must return all Company property, records, equipment, and access credentials in your possession, and complete the Company's standard exit and full-and-final-settlement process.

13. Governing Policies

Your employment is also governed by the Company's HR Policy, Leave and Attendance Policy, Code of Conduct Policy, Anti-Sexual Harassment (Workplace) Policy, and any other policy the Company issues and updates from time to time, in each case to the extent not inconsistent with this letter.

14. Governing Law

This appointment is governed by the laws of Nepal, including the Labour Act, 2074 (2017) and the Labour Rules, 2075 (2018).

Please signify your understanding and acceptance of these terms and conditions by signing and returning the duplicate copy of this letter.

We welcome you to the [Company Name] team and look forward to a long and fruitful association.

For [Company Name],

[Name]

[Designation, e.g., Chief Executive Officer]

Acknowledgment

I have read and understood the terms and conditions of my employment as set out above, and I accept the same.

Employee Signature

Name: [Employee Name]

Date: [•]

Disclaimer: *This is a generic template made available by RigoHR for general reference. It is not a substitute for legal advice, particularly regarding the non-competition clause above. Employers should have this letter reviewed by qualified Nepali legal counsel and adapted to the specific role before use.*