

LETTER OF APPOINTMENT FOR CONSULTANCY PROJECTS (SAMPLE) – w.e.f. 01-01-2015

..... (Date)

..... (Name)
..... (Affiliation/Address)
.....
.....

Dear Prof./Dr./Mr./Ms.

**Appointment of (Specialty/Nature of job) -
..... (Name of Consultancy Project)**

I am pleased to inform you that you have been appointed as of the Consultancy Project on for a period of years/ months/ days with effect from

You are expected to carry out the following duties/tasks for successful completion of the said project.

- 1.
- 2.
- 3.
- 4.

You will be paid at a rate of Rs. per hour/day/month for a total of Rs. for your services to be rendered for the above project.

If you accept the appointment under the terms and conditions specified above, please sign the second copy of the letter of appointment and send it to me.

Thank you.

..... (Signature)
..... (Name of Project Leader)

CC: Director/PGIS; Principal Consultant (if different from Project Leader)

Project Leader
Consultancy Project on

I accept/do not accept the above appointment under the terms and conditions specified.

..... (Signature)
..... (Name)