Dear Madam

* Legal seat –

\_\_\_\_\_\_\_\_\_\_,

**Object : permanent employment letter**

According to our previous agreements, with the present letter we confirm your employment with the following conditions:

**1. Registration in the company’s “Libro Unico”**

In accordance with the legislation, we inform you that you will be entered in the company’s “Libro Unico”.

**2.** **Employment start date :**

 The contract shall enter into force on ..........................

 **3. Job description**

You will carry out duties of ”.................................................”

We will keep the possibility, during the course of your employment, to adapt your duties in relation to technical and production needs.

**4. Position and level**

You will be appointed as employed at level ........ of the National Collective Agreement applied.

**5. Workplace**

Your activities will take place in our headquarters located in Viale Italia 190/d Conegliano but you agree to make yourself available for any missions or trips in Italy or abroad, upon the simple request by the direction of the company, if necessary to carry out your duties of employment and for technical, organisational and productive requirements of the company.

**6. C.C.N.L. applied**

The legislative and economic section refers to the National Collective Agreement in the Metalworking Industry.

**7. Hours of work**

Hours of work will amount to 40 hours per week, from Monday to Friday, according to the company’s current schedule.

**8. Salary**

Gross monthly salary is € ........... for 13 months, divided into :

* Minimo tabellare € ........................

TOTAL AMOUNT € ........................

Furthermore, in addition to what is specified in clause A the company will also provide meal vouchers at a value of 4,50 € each, for every day worked at least 4 hours.

**9. Paid Leave**

You will receive 4 weeks of paid leave per year. Methods of calculation and use of the same are established by the C.C.N.L. The company decides when you can take your paid leave in accordance with the commitments of the company.

**10. Probationary period**

The probationary period, expressly agreed, is fixed in the contract by a measure of ...... calendar months.

During this period, either party may terminate this employment at any time without notice or cause, with the sole right to the payment allocated in accordance with the contract.

With successful completion of the probationary period, the employment relationship will be automatically confirmed for an indefinite period, by the terms of this contract.

**11. Duty of confidentiality**

You are held to the most rigorous confidentiality with respect to the data and the information in which you will come in contact with during the performance of your duties. It is absolutely prohibited to divulge such data and reserved information that might be advantageous to third persons.

**12. Deferred clause of legal body**

Everything that is not specifically provided herein will refer to the C.C.N.L., the Civil Code and laws relating to the employment relationship.

If everything corresponds with the agreements, please return us a copy of the present letter duly signed, as your full acceptance and approval.

Best regards.

...........................................

For the receipt of the present letter and

annexes above indicated and acceptance

and approval of its content.

The employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date and signature)