Dear Madam

Conegliano,

**Object : fixed-term employment letter**

According to our previous agreements, with the present letter we confirm your fixed-term 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 and expiry dates :**

 The contract shall enter into force on .......................... and expire on ………..

 On that expiry date the employment relationship ends automatically without notice or further communication.

 During the performance of your duties, you will act with powers discretion, decision faculty and autonomy within the limits of the general directives of the general direction to which you will answer directly.

 **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 :

* Paga Base € ........................
* Acc. Rinn. Contrattuale € ……………………..

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

It’s specified from now on that the supplied amount by way of “acc. Rinn. Contrattuale” could be absorbed by possible future increases deriving from contractual renewals and possible level passages.

**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.

**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)