

Staff Appointment Letter

Date: _____

To,

Mr./Ms. _____

Address: _____

Dear Mr./Ms. _____,

We are pleased to offer you the position of _____ at _____
(Company Name) with effect from _____, under the following terms and conditions:

1. Position:

Your initial designation will be _____.

2. Salary:

You will be entitled to a gross monthly salary of _____.

3. Probation:

You will be on a probation period of _____ months from the date of joining.

4. Working Hours:

Your normal working hours will be from _____ to _____, _____ days a week.

5. Other Terms:

You are requested to sign and return a copy of this letter as a token of your acceptance.

Welcome to _____!

Yours sincerely,

Name: _____

Designation: _____

Employee Acceptance:

Signature: _____ Date: _____