

Employment Appointment Letter

Date: _____

To: _____

Address: _____

Dear _____,

1. Position

We are pleased to offer you the position of _____ at _____ (the "Company").

2. Commencement Date

Your employment is scheduled to begin on _____.

3. Salary

You will be paid a salary of _____ per month/year, subject to applicable taxes and deductions.

4. Working Hours

Normal working hours will be from _____ to _____, _____ days per week.

5. Probation Period

This offer is subject to a probation period of _____ months from the commencement date.

6. Termination

Either party may terminate this appointment with _____ days' written notice.

7. Other Terms

All other terms and conditions of your employment are as per the Company's policies and procedures.

Please sign below to indicate your acceptance of this offer.

Employee Signature

Date: _____

Authorized Signatory

Date: _____