

Agreement Letter Between Employee And Employer

Dear [Employee],

We are pleased to extend an offer of employment to you for the position of [Position] at [Company Name]. This letter outlines the terms and conditions of your employment.

Start Date: Your employment with [Company Name] will commence on [Start Date].

Salary: Your annual salary will be [Salary]. This salary will be paid in [frequency] installments, and will be subject to applicable tax and other statutory deductions.

Benefits: You will be entitled to [Benefits]. Further details regarding these benefits will be provided to you upon your start date.

Working Hours: Your standard working hours will be [Working Hours] per week. This may be subject to change from time to time, depending on the requirements of the business.

Probationary Period: You will be required to complete a probationary period of [Probationary Period] months. During this period, either party may terminate the employment relationship by providing [Notice Period] notice.

Confidentiality: As an employee of [Company Name], you will be privy to confidential information about the company and its clients. You will be required to sign a confidentiality agreement upon commencement of employment.

Code of Conduct: You will be expected to abide by the company's code of conduct, which will be provided to you upon your start date.

We look forward to welcoming you to our team, and trust that you will find your employment with us both challenging and rewarding.

Please sign and return a copy of this letter to indicate your acceptance of these terms and conditions.

Sincerely,

[Employer]