

Appointment Letter With Terms And Conditions

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe that your skills, experience, and qualifications make you an excellent fit for our team. This letter outlines the terms and conditions of your employment with [Company Name].

1. Position and Responsibilities:

You will be employed as a [Job Title], reporting directly to [Supervisor's Name]. Your duties and responsibilities will include [Brief Description of Responsibilities]. You agree to perform these tasks to the best of your abilities and in alignment with the goals and objectives of the company.

2. Compensation:

Your starting salary will be [Salary Amount] per [month/annum]. You will be paid on a [Bi-weekly/Monthly] basis through direct deposit. Any bonuses or incentives will be communicated separately based on company performance and your individual contributions.

3. Working Hours:

Your regular working hours will be [Number] hours per week, [Days and Hours], with [Break Time] break(s) as per company policy.

4. Probationary Period:

Your initial employment will be subject to a probationary period of [Number] months. During this

time, your performance and suitability for the position will be evaluated.

5. Benefits:

You will be eligible for [Company Name]'s benefits package, which includes health insurance, dental coverage, retirement plans, and any other benefits offered to full-time employees. Specific details will be provided upon orientation.

6. Confidentiality and Non-Compete:

During and after your employment, you agree not to disclose any confidential information or engage in any activity that competes with or harms the interests of [Company Name]. This includes intellectual property, trade secrets, and client information.

7. Termination:

Either party may terminate this agreement with [Notice Period, e.g., two weeks] notice in writing. [Company Name] reserves the right to terminate your employment immediately for cause, including but not limited to, violation of company policies or unsatisfactory performance.

8. Code of Conduct:

You will be expected to adhere to [Company Name]'s code of conduct, policies, and procedures, maintaining a professional and respectful demeanor at all times.

9. Governing Law:

This agreement shall be governed by the laws of [State/Country], and any disputes shall be subject to the exclusive jurisdiction of the courts in [City/County].

Please signify your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We are excited to welcome you to the [Company Name] team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Accepted by:

[Employee Name - Printed]

[Employee Signature]

Date: _____

Date: _____

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