Labour Appointment Letter Format

[Your Company Letterhead]

[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], starting on [Start Date].

We believe that your skills and experience will be a valuable asset to our team.

Your starting salary will be [Salary Amount] per annum, payable monthly. You will be entitled to [Benefits] and [Perks], as outlined in our employee handbook.

Your work hours will be [Work Hours], and your direct supervisor will be [Supervisor Name].

Please note that this offer is contingent upon successful completion of a background check and any other pre-employment screenings that may be required.

To accept this offer, please sign and return a copy of this letter, indicating your acceptance of the terms and conditions outlined herein. Please also provide us with any additional information required to complete your hiring paperwork.

We look forward to having you join our team and wish you all the best in your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]