[Date]

[Reference Number]

**[Staff Name]**

**[Address]**

**Employment Offer**

With reference to your application and subsequent interview, we are pleased to offer you a position with the company as per the below mentioned terms and conditions:

|  |  |  |
| --- | --- | --- |
| **Designation** | : | [Job Title] |
| **Place of Posting** | : | [Location] |
| **Consolidated Salary**  (Salary & Other terms) | : |  |
| **Working Hours** | : | 48 Hours on a weekly basis as per the Labor Law i.e. 5 working days per week |
| **Notice Period** | : | Three months notice period from either side after the successful completion of the probation period. |
| **Probation**  **Reporting to** | :  : | 100 working days |
| **Medical Insurance** | : | Group Medical Insurance for self |
| **Annual Leave** | : | 30 Calendar Days Paid Leave, on completion of one year service period and any public holidays declared by the government. |
| **Tentative Date of Joining** | : |  |

The Offer is subject to receipt of satisfactory references. The terms and conditions of this agreement should be treated as highly confidential. Please sign and return the copy of this offer as a token of your acceptance of the terms of appointment. A detailed Employment Contract will be shared upon acceptance of the Employment Offer letter.

**[CEO Name],**

**Chief Executive Officer**

**[Company Name]**

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I hereby accept the appointment and the above-mentioned terms and conditions

**[Staff Name]**

**[Date]**