**PROBATIONARY/ APPOINTMENT LETTER**

***DD/MM/ YYYY***

***Employees First and Last Name***

***Address***

***City, State, Zip***

Dear ***Name,***

We are pleased to inform you that you are appointed for the position of ***(designation)*** at ***(Company Name)***.

If the employment is on contractual basis- We are pleased to inform you that you passed your interview and we are hereby offering you employment on contract basis for the position of ***(designation)*** at ***(Company Name).***

The terms and conditions of your employment are as follows:

1. **Day of Commencement**

You are expected to report to your duties as from ***(date)***. If the appointment is on contractual basis - Your contract is based on a period of ***(\_\_\_years)*** after which we may renew it based on your performance and mutual agreement.

1. **Reporting**

You will report to your ***(immediate supervisor)*** on the said date. You are required to comply with the company’s rules and regulations at all given times and should always act in a manner that protects the company’s interest.

1. **Allocated Place of Work**

You will be based at the ***(workplace location)***.

1. **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this letter. Your signature will imply that you fully agree with all the terms and conditions laid out in this letter.

1. **Monthly Salary**

You are entitled to a monthly compensation amounting to ***(Amount*)** which will be subject to all statutory and company deductions with regards to the law.

1. **Working Hours**

Your working hours shall be from (\_\_\_\_\_) to (\_\_\_\_\_) (Monday-Friday/ Saturday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

1. **Leave and Holidays**

* **Privilege Leave**- You will be entitled to 21 days of leave at full pay. However, the leave days should only be taken at a time most suitable for both you and your employer.
* **Sick Leave**- You are entitled to up to (\_\_\_\_) days of sick leave at full pay.
* **Casual Leave-** You are entitled to up to (\_\_\_\_) days of casual leave at full pay.
* **Paid Holidays-** You are entitled to up to (\_\_\_\_) days of paid holidays per year.

1. **Termination**

**This agreement/ contract can be terminated:**

* By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month’s salary will be awarded; OR
* By the Employer on grounds of indiscipline or under-performance. OR
* By the Employer on account of redundancy/retrenchment as per the law.

1. **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

1. **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer’s and employee’s views.

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***

To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below

(Date)

(Name)

(Sign)