

[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] with [Company Name], a private limited company, effective [Start Date]. Below are the details concerning your appointment:

****1. Position****

You will serve as [Job Title] and report to [Supervisor's Name/Title].

****2. Compensation****

Your salary will be [Salary Amount] per [month/year], payable in accordance with the company's standard payroll schedule.

****3. Working Hours****

Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

****4. Benefits****

You will be eligible for the following benefits:

- [List of Benefits, e.g., health insurance, retirement plans, etc.]

****5. Probation Period****

You will be on a probationary period of [Duration], during which your performance will be reviewed.

****6. Termination****

Either party may terminate this employment by providing [Notice Period] notice in writing.

Please sign and return a copy of this letter as an acknowledgment of your acceptance of this offer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance****

I, [Employee Name], accept the terms of the appointment as outlined in this letter.

[Employee Signature]

[Date]