

Dear Sir,  
I have the pleasure to inform you that your application for the position of [Job Title] has been reviewed and we are pleased to offer you the position.

The terms and conditions of your employment are set out in the attached letter of appointment. Please sign and return the letter to [Address] by [Date].

**TERMS AND CONDITIONS**

1. **Position:** [Job Title]  
2. **Start Date:** [Date]  
3. **Salary:** [Amount]  
4. **Hours of Work:** [Hours]

**EMPLOYMENT CONTRACT**

This contract is made between [Company Name] and [Employee Name]. The employee shall be employed in the position of [Job Title] for a period of [Duration].

The employee shall be subject to the company's policies and procedures, which are available on the company intranet.

The employee shall be entitled to the same benefits and conditions of service as other employees in a similar position.

This contract is subject to the company's standard terms and conditions of employment, which are available on request.

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

