

Letter of appointment

Company Letterhead

New employee

Date

Home address Dear

Re: **LETTER OF APPOINTMENT**

We are pleased to confirm your appointment to the position of _____ in our _____ Department. You will be based at our _____ office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed hereto marked "A".

Appointment date

You will commence duties on

Earnings

You will be remunerated by the payment to you of a salary of R..... per month, subject to deductions for:

- 1 Medical Aid
- 2 Pension
- 3 As may be required or permitted in law, Collective Agreement, Court Order or Arbitration Award.

This letter of appointment will accompany, and form part of a suite of documents recording, *inter alia*, the terms and conditions of your employment and the company's policy on various matters; which policies may from time to time be altered or amended by the company at its discretion.

Yours sincerely

Human Resources Director

I,, acknowledge that I have received, read through and understand the contents of this letter and the suite of documents recording the terms and conditions of my employment and the company's policy on various matters.

Signature:

Date:

We also enclose the following forms which must be completed and returned to the Human Resources Department as soon as possible:

- 1 Personal Details Form
- 2 Death Beneficiary Nomination Form
- 3 Medical Aid Application Form