

Date: [DD Month YYYY]

Ref: [HR/APP/_____]

[Employee Full Name]

[Address]

Dear [First Name],

LETTER OF APPOINTMENT – [DESIGNATION]

We are pleased to appoint you to the position of **[Designation]** at **[Company Name]** on the following terms and conditions.

1. Commencement: Your employment commences on **[Start Date]**. You will report to [Supervisor Name / Designation].

2. Remuneration: You will be paid a gross monthly salary of **LKR [Amount]**, comprising a basic salary of LKR [Amount] and allowances of LKR [Amount]. Salaries are paid monthly in arrears.

3. Statutory contributions: You will contribute 8% of your earnings to the Employees' Provident Fund (EPF), and the Company will contribute 12% to EPF and 3% to the Employees' Trust Fund (ETF) on your behalf. Income tax (APIT) will be deducted where applicable under prevailing law.

4. Hours of work: Normal working hours are [e.g. 8.30 a.m. to 5.00 p.m., Monday to Friday], with such additional hours as reasonably required.

5. Leave: You are entitled to annual, casual and other leave in terms of the Company's leave policy and applicable law.

6. Termination: Either party may terminate this employment by giving [one month's] written notice or payment in lieu, subject to applicable labour law.

7. Confidentiality: You shall not, during or after your employment, disclose any confidential information of the Company to any third party.

Please sign and return the duplicate of this letter as acceptance of the above terms.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

[Company Seal]

I accept the above terms and conditions of employment.

Signature: Date:

[Employee Full Name]