

Date: [DD Month YYYY]

Ref: [HR/APP/_____]

[Employee Full Name]

[Address]

Dear [First Name],

LETTER OF APPOINTMENT – [DESIGNATION] (PROBATIONARY)

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

1. Probation: You will be on probation for a period of [six (6) months] from your date of commencement. During this period, either party may terminate the employment with [two weeks'] notice. On satisfactory completion, your appointment will be confirmed in writing; the Company may extend the probationary period where further assessment is required.

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

3. Remuneration: You will be paid a gross monthly salary of LKR [Amount] during probation, revised to LKR [Amount] upon confirmation.

4. Statutory contributions: You will contribute 8% of your earnings to EPF; the Company will contribute 12% to EPF and 3% to ETF. Income tax (APIT) will be deducted where applicable.

5. Hours of work: Normal working hours are [e.g. 8.30 a.m. to 5.00 p.m., Monday to Friday].

6. Leave: Leave entitlements apply in terms of the Company's leave policy and applicable law; annual leave in the first year accrues per the Shop and Office Employees Act schedule where applicable.

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

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]