

Specimen of Appointment Letter
(Company Letter Head)

Note: The Model Letter of Appointment should be under the Company Letter Head

LETTER OF APPOINTMENT

Details of the Employer / Company:

1. *Name:*
2. *Address:*
3. *Tel & Fax No:*
4. *E-Mail Ad:*
5. *Country (Registered country of investment):*
6. *Business Type:*
7. *Registration no:*

Details of the Employee:

1. *Name:*
2. *Permanent Address:*
3. *Current Address:*
4. *Passport No:*
5. *Nationality:*
6. *Date of Birth:*
7. *Emergency Contact:*

Details of the Employment (Basic Terms):

1. *Positions and Job Title:*
2. *Monthly Basic pay:*
3. *Employment Approval No:*
4. *Issued & Expiry Date:*
5. *Site of Employment:*
6. *Commencing Date:*
7. *Duration of Contract:*
8. *Work Status (Temporary or Permanent):*
9. *No. of Working hours per week:*
10. *Food:*
11. *Accommodation:*

Details of Signatory:

Signature of Company/ Employer:

Name:

Designation:

Date:

Stamp: