

## Appointment Letter

We are pleased to inform you that Mr./Ms. \_\_\_\_\_ has been appointed as a \_\_\_\_\_ in our organization, effective from \_\_\_\_\_. The details of the appointment are as follows:

1. Designation: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Date of Joining: \_\_\_\_\_
4. Probation Period: \_\_\_\_\_ months
5. Salary: \_\_\_\_\_ per month
6. Other Benefits: \_\_\_\_\_
7. Working Hours: \_\_\_\_\_
8. Leave Policy: \_\_\_\_\_
9. Notice Period: \_\_\_\_\_
10. Confidentiality: \_\_\_\_\_
11. Code of Conduct: \_\_\_\_\_
12. Grievance Redressal: \_\_\_\_\_
13. Disciplinary Action: \_\_\_\_\_
14. Termination: \_\_\_\_\_
15. Dispute Resolution: \_\_\_\_\_
16. Governing Law: \_\_\_\_\_
17. Acceptance: \_\_\_\_\_.



**Md Jahangir Alam**

Admin  
Imprint Dhaka Ltd.

