**Trip Beyond**

Regency Haque Villa Ga-36

Shahjadpur, Bashtola, Gulshan, Dhaka-1212

**Subject: Appointment Letter for [Job Title]**

We are pleased to offer you the position of [Job Title] at [Company’s Name]. We believe your skills and experience will be a valuable asset to our team. Your employment will commence on [Start Date].

**Employment Details:**

**Position:** [Job Title]  
**Department:** [Department Name]  
**Supervisor:** [Supervisor’s Name]  
**Work Location:** [Office Location/Remote]

**Salary:** [Salary Amount] per [year/month/week/hour]  
**Benefits:** [Brief description of benefits, e.g., health insurance, retirement plans, etc.]

**Working Hours:** [Number of hours per week, e.g., 40 hours per week]  
**Workdays:** [e.g., Monday to Friday]  
**Leave Entitlement:** [e.g., 15 days of paid leave per year]

**Job Responsibilities:**

As [Job Title], you will be responsible for [briefly describe main responsibilities]. A detailed job description is attached to this letter for your reference.

**Terms and Conditions:**

1. **Probation Period:** Your employment will be subject to a probationary period of [length of probation period, e.g., 3 months].
2. **Confidentiality:** You are required to maintain confidentiality of all proprietary information.
3. **Company Policies:** You are expected to comply with all company policies and procedures.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline Date]. If you have any questions or need further information, please feel free to contact [HR Representative’s Name] at [HR Representative’s Contact Information].

We are excited to welcome you to our team and look forward to your contributions.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Contact Information]

**Acknowledgment of Acceptance:**

I, [Employee’s Name], accept the position of [Job Title] at [Company’s Name] as outlined in this letter. I understand and agree to the terms and conditions stated herein.

**Employee’s Signature:**

**Date:**