



Date: February 21, 2026

John Doe
Senior Software Engineer

ID: 123

Subject: Letter of Appointment

Dear John Doe,

Congratulations!

We are pleased to offer you the position of Senior Software Engineer at Betopia Group. Your appointment will be effective from your date of joining, which is scheduled for March 1, 2026.

You will be on a probationary period for 3 months from your date of joining. Upon successful completion of your probation, your employment status will be reviewed for permanent confirmation based on your dedication and performance.

Your starting salary structure is as follows:

Basic Salary: \$80,000 per annum

We trust that this appointment marks the beginning of a long, rewarding, and mutually beneficial journey with Betopia Group. We look forward to your commitment and success with us.

Sincerely,

Md. Sajedul Islam
Head of Human Resources
Betopia Group