

Date

Name of Employee

Full Address

Dear Sir/Madam,

**LETTER OF APPOINTMENT.**

Following the recent interview in connection with your placement in ACT Ghana Ltd., We are pleased to offer you an appointment as xxxxxxxxxxxxxxxxxxxx.

Below are the terms and conditions applicable to your engagement.

**1. Appointment**

1.1 Your appointment is effective xxxxxxxxxxxxxxxx.

1.2 Your appointment will be confirmed on satisfactory completion of 6 months' probation.

**2. Reporting Relationship**

2.1 You will report to the xxxxxxxxxx or any other person nominated by him from time to time. You will be based in xxxxxxxx and operate from the company's premises.

**3. Duties and Responsibilities**

You will perform your duties and responsibilities as may be reasonably expected of someone in your position. These are to;



NB: xxxxx.....bulleting of various purpose and role of employment will be indicated under this section/item.

i.e. 3.1

3.2

3.3.....etc

#### **4. Working Hours**

- 4.1 Your normal hours of work are from 08h00 to 17h00 Mondays to Fridays, with one hour lunch break.
- 4.2 Daily working hours may however be subject to change or extension from time to time at the company's discretion depending on what is necessary or appropriate for its operational requirements, and you will be expected to adapt to any such changes or extensions.

#### **5. Leave**

- 5.1 You will be entitled to 22 days leave at the end of every twelve months tour of duty subject to the company's operational requirements and convenience.

#### **6. Salary/Benefits**

- 6.1 You will draw a gross consolidated salary of GH¢ xxxx.xx per month (payable in arrears) subject to relevant statutory deductions of tax and social security.
- 6.2 Medical facilities will be provided in line with the company's approved scheme.
- 6.3 The company will provide you with lunch or an allowance for lunch where appropriate.



- 6.4 Your total cost of employment may by agreement be structured in such a manner as may lawfully achieve the optimum tax efficiency for your benefit.

## **7. Disclosure**

- 7.1 You will not, either during your employment with the company or at any time thereafter, disclose or make known to any person without prior written consent, any of the company's confidential information, including information relating to its business, clients, processes, etc that may have come to your knowledge at any time during your employment.
- 7.2 The intellectual property rights in all work of whatsoever nature done by you for the company during your employment shall remain the property of ACT Ghana Limited.

## **8. Termination**

- 8.1 Either party may determine this agreement by giving one (1) month written notice or forfeiting of one month basic salary in lieu thereof.

## **9. Address**

- 9.1 Your chosen address for all purposes under this agreement is:

P.O. Box \_\_\_\_\_



This letter is submitted in duplicate and a copy should be signed and returned to the undersigned as confirmation of your acceptance of the above terms.

Yours Sincerely,

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**Director**

I \_\_\_\_\_ accept employment with ACT Ghana Limited on terms and conditions set out above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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