**Appointment Letter Format for Helper**

[Your Company Letterhead, if available] [Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Helper's Name]

[Helper's Address]

[City, State, ZIP Code]

Dear [Helper's Name],

We are pleased to offer you the position of Helper at [Company Name], effective [Start Date]. We believe your skills and dedication will be a valuable addition to our team, and we look forward to having you join our company.

Terms and Conditions of Employment:

Position: Helper

Start Date: [Start Date]

Compensation: Your annual salary will be [Salary], payable on a [Payment Schedule], and subject to statutory deductions.

Benefits: You will be eligible for [List of Benefits], in accordance with the company's policies.

Probation Period: You will be on probation for a period of [Probation Period], during which your performance will be assessed.

Responsibilities:

As a Helper, your responsibilities will include but are not limited to:

Assisting with general tasks and duties as assigned by your supervisor or manager.

Maintaining a clean and safe working environment.

Supporting other team members and departments as needed.

Complying with company policies and safety guidelines.

Termination:

The employment relationship can be terminated by either party with written notice, as per the company's termination policies.

Confidentiality:

While working for our company, you may come across sensitive company information. You are expected to maintain the utmost confidentiality regarding this information, both during and after your employment.

Please sign and return this letter to confirm your acceptance of the position. If you have any questions or require further information, do not hesitate to contact us.

We are excited to welcome you to the [Company Name] team and anticipate your contributions to our ongoing success. Your hard work and dedication will be valuable to our organization.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature, if sending a hard copy]

Accepted by:

[Helper's Name]

[Signature, if sending a hard copy]

[Date]