**Appointment Letter Format for Labour Person**

**[Your Company Letterhead]**

**[Company Name]**

**[Phone Number]**

**[Email Address]**

**[Date]**

**[Labour Person's Full Name]**

**[Labour Person's Address]**

**[City, State, ZIP Code]**

**Dear [Labour Person's Full Name],**

**We are pleased to extend an offer of employment to you for the position of [Labour Position] at [Company Name]. Your skills and experience align well with the requirements of this role, and we believe you will be a valuable addition to our team.**

**This letter outlines the terms and conditions of your employment with [Company Name]:**

**1. Position and Department:**

**You will be joining our [Department Name] department as a [Labour Position]. Your immediate supervisor will be [Supervisor's Name], and you will report to the [Supervisor's Position].**

**2. Start Date:**

**Your employment will commence on [Starting Date].**

**3. Compensation:**

**Your starting salary will be [Salary Amount] per [hour/week/month/year], which will be paid [bi-weekly/monthly]. Additional incentives or bonuses may be available to you, subject to our company's policies.**

**4. Benefits:**

**As a full-time employee, you will be eligible for our standard benefits package, which includes health insurance, dental insurance, retirement plans, and any other benefits provided to employees in your role.**

**5. Working Hours:**

**Your regular working hours will be [Start Time] to [End Time], [Days of the Week]. You will be entitled to [Number] paid leave days per year, in accordance with our company's leave policy.**

**6. Probationary Period:**

**Your employment will be subject to a [Number]-month probationary period. During this time, your performance will be reviewed periodically, and your fit within the organization will be assessed.**

**7. Code of Conduct:**

**You are expected to adhere to our company's code of conduct and comply with all company policies and procedures. You will be provided with an employee handbook for your reference.**

**8. Confidentiality Agreement:**

**You will be required to sign a confidentiality agreement to protect the company's sensitive information and trade secrets.**

**9. Termination:**

**Either party may terminate your employment with or without cause, and with or without notice, at any time. Details regarding notice periods and termination conditions will be outlined in the employee handbook.**

**10. Confirmation:**

**To accept this offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions or need further clarification, please feel free to contact [Contact Name] at [Contact Email Address] or [Contact Phone Number].**

**We are eager to have you join our team and believe your contributions will be significant to our success. Please confirm your acceptance of this offer at your earliest convenience.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**