LEARN

**Lanka** **Education** **And** **Research** **Network**

Information Technology Center, University of Peradeniya, Peradeniya 20400 Sri Lanka

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**[date]**

**[fullName],** **[address]**

Dear [salutation] [fName],

**LETTER** **OF** **OFFER**

We are pleased to offer you **[designation]** position at Lanka Education And Research Network (LEARN) on a fixed term contract for a period of One (01) year commencing on **[start**D**ate]** and ending on **[endDate]**.

You will be paid a basic salary of LKR **[salary]**/- per month plus monthly fixed allowance of LKR **[allowance]**/-.

You will be required to report to Lanka Education And Research Network on **[reportDate]**. Sincerely,

Signatory LEARN

I accept the above appointment on the terms and conditions stated herein.

Signature Date