



Date

Name of Employee

Address

Dear _____,

Congratulations!

We are pleased to inform you that you are now under **permanent employment** effective _____ as _____ of **Sandria's Delicious Concept**.

You shall be directly reporting to **Mr. Ellis Joshua R. Cadusale, Sandria's Delicious Concept Vice President-Admin and Operations**. As a regular employee you shall continue to receive your salary amounting to Php _____.

Moreover, it is understood that you continue to be bound by the provisions incorporated in the Employee's Handbook that you agreed and signed. Such provisions shall be deemed incorporated as part of the terms and conditions of your regular employment with us.

Best Wishes and God bless you!

Warm Regards,

ELLIS JOSHUA R. CADUSALE

VP-Admin & Operations

Approved by:

SANDRIA R. CADUSALE

President

Conforme: _____