\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to offer you employment under the following terms and conditions:

|  |  |  |
| --- | --- | --- |
| Position Title | : |  |
| Salary Grade / Step | : |  |
| Basic Monthly Salary | : |  |
| RATA per Month | : |  |
| Start Date | : |  |

You shall be entitled to all benefits provided for employees of your status as per the Company’s policies or those required by law.

It is understood that during the entire period of your employment, you shall abide by all existing Company policies, written or unwritten, as well as its rules and regulations. Also, your performance shall be periodically reviewed and evaluated in accordance with the Company’s standards. Further, you shall not engage in other work or businesses that will be in conflict with the interest of the Company. Furthermore, you agree to ensure the secrecy of confidential and client-related information which you learn in the course of your employment with the Company, even after your separation from the Company.

Attached, for your guidance, is the Job Description of your position.

With your acceptance of this offer, we welcome you to LBP Leasing Corporation and hope that you will find your work both pleasant and rewarding as we look forward to a mutually beneficial working relationship.

Very truly yours,

President

|  |
| --- |
| **CONFORME:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *NaME* |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(template revised 25 Sept 2013)