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

|  |
| --- |
|  |
|  |
|  |

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

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

|  |  |  |
| --- | --- | --- |
| Position Title | : |  |
| Salary Grade / Step | : |  |
| Basic Monthly Salary | : |  |
| Group/Unit | : |  |
| Start Date | : |  |

While you are being hired for a regular position, your appointment shall be probationary for a maximum of six (6) months from the date you reported for work. During the period of your probation, your performance shall be reviewed and evaluated in accordance with Company’s standards to determine your fitness and qualifications for the given position.

You shall be entitled to benefits specifically provided for probationary employment by the Company’s policies or those required by law (e.g. pro-rated 13th and 14th month pay, rice allocation, etc).

Your compensation shall be on the basis of eight (8) hours of work per day, and you shall render service for five (5) days a week from 8:30 a.m. to 5:30 p.m., Monday to Friday, unless otherwise specified or required by Management.

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.

As a probationary employee, the Company reserves the right to terminate your services at any time under the following circumstances:

1. Your official transcript of records and/or all other documents show any form of discrepancy in the grades or other significant information as against the photocopy you submitted during your application with the Company;
2. Your background check results are unsatisfactory; and/or further validation of some statements you made during the recruitment process prove that they are false;
3. You exhibit unprofessional behavior;
4. You are unable to attend/and or complete scheduled trainings without justifiable cause;
5. Your pre-employment medical examination show unsatisfactory results that is prejudicial to the health of your co-employees and cannot be cured within a period of six (6) months even with proper medical treatment;
6. Your performance during the period is not satisfactory.
7. You violated any of the policies of LBP Leasing Corporation; and
8. You committed acts and/or omissions which are grounds for termination of employment under the pertinent provision of the Labor Code of the Philippines.

Aside from the foregoing it is understood that you shall not engage in other work or businesses that will be in conflict with the interest of the Company. Further, 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 is a checklist of requirements that you must accomplish prior to your start date. Should you need clarification or have problems regarding your employment and/or the requirements, please contact Ms. Richelle M. Burlat of our Administrative Unit.

We hope that you will perform your duties and responsibilities, as indicated in the attached Job Description of your position, with the highest degree of zeal and enthusiasm to the end that your employment shall be mutually beneficial.

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 |