

Legal Sense (PTY) Ltd. is an Authorised Financial Services Provider FSP No: 26702

LEGAL PROTECTION FOR YOUR BUSINESS

• Criminal • Civil • Labour • Contracts • Debt Collection

www.legalsense.co.za | 0861 573 673 | info@legalsense.co.za

LETTER OF APPOINTMENT

Lette	er of appointment	
Company Letterhead		
New employee		
Date		
Home address		
Dear		
Re:	LETTER OF APPOINTMENT	
	are pleased to confirm your appointment to the position of	
	ly, the work for which you are employed will be set out in rded in the document annexed hereto marked "A".	the job description
App	ointment date	
You	will commence duties on	
Earn	ings	
You will be remunerated by the payment to you of a salary of R per month, subject to deductions for:		
1	Medical Aid	
2	Pension	
3	As may be required or permitted in law, Collective Agreem Arbitration Award.	ent, Court Order or
This letter of appointment will accompany, and form part of a suite of documents recording, <i>inter alia</i> , the terms and conditions of your employment and the company's policy on various matters; which policies may from time to time be altered or amended by the company at its discretion.		
Your	s sincerely	
Hum	an Resources Director	
l,	, acknowledge that I have rece	eived, read through
and understand the contents of this letter and the suite of documents recording the terms and conditions of my employment and the company's policy on various matters.		



Signature:
Date:
We also enclose the following forms which must be completed and returned to the Human Resources Department as soon as possible:
1
Personal Details Form
2
Death Beneficiary Nomination Form
3
Medical Aid Application Form

