**Offer of Employment Template**

Date: …………………………………

Dear Mr/s. (**person’s name**)………………………………………………………….

**Offer of Employment**

On behalf of (**company name**)…………………………………….., it gives me great pleasure to offer you (**full time / part time**) employment with our organisation.

**Position**

Your appointment with the (**Company name**)………………………………. will be as: **(position Title)**

**Commencement Date**

Your employment will start on (**date**)……………………………………………….

**Remuneration and overall Package**

You will be entitled to a gross monthly salary of RXXXX per month.

You will be entitled to: (list any additional benefits which make up the package e.g. company car)…………………………………………………………………………………………………………………………………………..

**Working Hours**

Your working hours will be from ………………………… to ………………………….. (e.g. 08.00 to 17.00, five days a week - Monday to Friday).

(**Specify** any shift work or unusual working hours e.g. weekend work)

**Annual Leave**

You will be entitled to (**how many days leave**) ……………………………………. (B.C.E.A stipulates a minimum of 21 consecutive calendar days) days paid leave after every 12 (twelve) months of continuous service. Such leave is to be taken at times mutually convenient to **(company name**) and yourself.

**Ethics and Professionalism**

By accepting this offer of employment, I hereby agree to accept and uphold all company policies. I will conduct myself honestly, openly and with integrity. I will at all times work to the best of my ability for the benefit of the company and I will treat all people with respect and dignity. I will protect any personal, proprietary or sensitive information. I confirm that the information provided by me in my C.V and during the recruitment process is truthful and valid.

Kindly acknowledge your acceptance of this offer by signing below and returning to me by ………………………... (insert date & whether emailed copy is acceptable) Upon receipt of your acceptance, a detailed employment contract will be given to you.

I look forward to welcoming you to (company name)…………………………………………………...

Yours faithfully

(Your name)

(Your Position)

I confirm my acceptance of all the terms and conditions of this offer of employment

Signed………………………………………………………………. Date……………………………………………

(person’s name)

I confirm my acceptance of the terms and conditions of this offer of employment

Signed………………………………………………………………. Date……………………………………………

Bongane Hellen Setumu