

Formal Labour Appointment Letter

Subject: Appointment as Labourer

Dear [Employee Name],

We are pleased to inform you that you have been appointed as a Labourer at [Company Name] with effect from [Start Date]. Your appointment is on a full-time basis and your reporting manager will be [Supervisor Name].

You will be required to perform duties assigned to you from time to time in accordance with the company's requirements. Your working hours will be from [Time] to [Time], six days a week.

Your monthly salary will be [Amount], payable on or before the [Day] of each month.

Please note that you will be on a probation period of [X months], after which your performance will be reviewed for confirmation.

We welcome you to our team and look forward to your valuable contributions.

Sincerely,

[Authorized Person Name]

[Designation]

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