

Formal appointment letter for contract basis staff

Subject: Appointment as Contract Basis Staff

Dear [Employee's Name],

We are pleased to appoint you as [Job Title] at [Company/Organization Name] on a contract basis. Your employment will commence on [Start Date] and conclude on [End Date], unless extended or terminated as per the terms of this agreement.

Your remuneration will be [Salary/Payment Details], payable on a [monthly/quarterly] basis. You will report directly to [Supervisor's Name/Position]. Other terms of your appointment, including working hours, leave entitlements, and duties, will be provided in the contract agreement enclosed with this letter.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms mentioned herein.

We look forward to your valuable contributions to our organization.

Sincerely,

[Your Name]

[Your Position]

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