[COMPANY NAME / LOGO]

SAMPLE APPOINTMENT LETTER

26 October 2026

To,
Ms. Farzana Ahmed
House 12, Road 4, Example Area, Dhaka
Permanent address: Example Village, Example Upazila

Subject: Appointment as HR Executive

Dear Ms. Ahmed,

We are pleased to appoint you as HR Executive at Example Solutions Ltd., effective 1 November 2026, subject to the terms below and applicable law. The company and personal details in this sample are fictional and provided only to demonstrate how a completed letter may look.

Employer / establishment	Example Solutions Ltd., Example Business Centre, Dhaka
Employee name	Farzana Ahmed (fictional)
Designation / department	HR Executive / Human Resources
Employment category	To be confirmed for the actual role
Joining date	1 November 2026
Work location	Dhaka office
Gross monthly remuneration	BDT 40,000 (illustrative)
Reporting to	Manager, Human Resources

Illustrative salary breakdown

Component	Illustrative monthly amount
Basic salary	BDT 22,000
House rent allowance	BDT 10,000
Medical allowance	BDT 3,000
Other allowance	BDT 5,000
Illustrative gross total	**BDT 40,000**

This breakdown is an example only. Actual components, statutory calculations, deductions, and benefits must reflect the employer's approved salary structure and applicable law.

Employment Terms

1. Position and duties: You will serve as [Designation] in the [Department] and report to [Reporting manager/designation]. Your duties will include [brief duties] and other reasonable duties related to the role.

2. Joining and work location: Your joining date is [DD Month YYYY]. Your primary work location is [Location]. Working hours, weekly rest days, and shift arrangements will be as communicated in writing and in accordance with applicable law.

3. Compensation: Your gross monthly remuneration is BDT [Amount], comprising [Basic salary] and [allowances/other components]. Applicable deductions, benefits, and payment arrangements will be handled in accordance with the written compensation schedule, company policy, and applicable law.

4. Leave and benefits: Leave, holidays, and other benefits will be provided in accordance with applicable law and the employer's applicable policies. Specific benefits, eligibility, and procedures: [Details / policy reference].

5. Policies and conduct: You must follow applicable lawful workplace policies, safety requirements, and confidentiality obligations communicated to you.

6. Notice and separation: Notice, resignation, termination, and other separation matters will be governed by applicable law and the valid terms that apply to your employment category. Insert reviewed provisions here: [Approved clause].

7. Documents and records: Please provide accurate joining documents and notify HR of changes to your contact or personal details. The employer will handle employee records in accordance with applicable requirements.

8. Applicable rules: The employment relationship is subject to applicable Bangladesh law and valid service rules/policies applicable to this role. Any required statutory particulars or statements should be inserted after legal review.

Acceptance

Please sign below to acknowledge receipt and acceptance of the final approved appointment terms.

_____	_____
For the Employer Name: [Name] Designation: [Designation] Date: [Date]	Employee Name: [Employee name] Date: [Date]