[COMPANY NAME / LOGO]

APPOINTMENT LETTER

[Date]

To,
[Employee Full Name]
[Present Address]
[Permanent Address]

Subject: Appointment as [Designation]

Dear [Employee Name],

We are pleased to appoint you as [Designation] at [Company Name], subject to the terms set out in this letter and any applicable lawful service rules. Please review the details carefully and contact [HR contact] if anything requires clarification.

Employer / establishment	[Legal company name and address]
Employee name	[Full name as per official record]
Designation / department	[Designation] / [Department]
Employment category	[Insert applicable category after review]
Joining date	[DD Month YYYY]
Work location	[Office / site / location]
Gross monthly remuneration	BDT [Amount]
Reporting to	[Name / designation]

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 this appointment letter, subject to applicable law and the final approved employment terms.

_____	_____

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