

[Company Letter Head]

LETTER OF APPOINTMENT

1. **Details of Employer;**

- Name:
- Address:
- Contact Details / Email address:
- Country of origin:

Registration Number/ID Card:

2. **Details of Employee;**

- Name:
 - Permanent Address:
 - Nationality:
 - Date of Birth:
 - Passport Number:
- Emergency Contact Details:

3. **Details of Employment;**

- Job Title / Occupation:
- Work Type:
- Basic Salary:
- Date of Salary payment:
- Work site:
- Date of Commence:
- Job Description:
- Working Hours:
- Work Status (Permanent / Contract):

Contract Duration (if Contracted employee):

4. **Details of Signatory;**

Name:

Designation:

Signature:

Date:

Company Seal: