



LETTER OF APPOINTMENT

Make sure to include all of the following that is relevant.

- Congratulations and welcome to the business.
- Position title and start date, contract duration (if applicable). Super information.
- How much will they be paid. When will they be paid. How will they be paid.
- Who they will be reporting to.
- Contact details for any questions.
- General conduct, Policies and procedures you expect them to follow.
- Confidentially, Warranty, Severability.
- Information about duties, responsibilities, and performance review including probation period.
- _____
- _____