LETTER OF EMPLOYMENT OFFER

[Company Letterhead]

Date: _____

Dear _____,

We are pleased to offer you the position of _____ at _____ ("the Company"), subject to the terms and conditions set out in this letter.

1. POSITION & REPORTING

Position: _____

Department: _____

Reports to: _____

Start date: _____

2. REMUNERATION

Monthly gross salary: R _____

Annual CTC (Cost to Company): R _____

Payroll date: _____ of each month

3. BENEFITS

Medical aid contribution: R _____ per month

Provident/pension fund: _____% Company contribution: _____%

Annual leave: _____ days per annum

Other: _____

4. PROBATION PERIOD

This offer is subject to a probationary period of _____ months.

During this period, either party may terminate employment with _____ days notice.

5. CONDITIONS OF EMPLOYMENT

This offer is conditional upon:

Satisfactory background and reference checks

Proof of right to work in South Africa

Any other conditions: _____

6. GOVERNING LAW

This employment will be governed by the Basic Conditions of Employment Act 75 of 1997 and the Labour Relations Act 66 of 1995.

Please sign and return this letter by _____ to confirm acceptance.

Yours sincerely,

COMPANY:

Signature: _____ Date: _____

Name: _____

Title: _____

ACCEPTANCE:

I, _____, accept the terms of this offer.

Signature: _____ Date: _____

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