

[Company Name]  
[Company Address]  
[City, State, ZIP]  
[Date]

**To:** [Employee Name]  
**Address:** [Employee Address]

Dear [Employee Name],

**Re: Junior Staff Employment Terms**

We are pleased to offer you the position of Junior Staff at [Company Name]. This letter outlines the terms and conditions of your employment as follows:

**POSITION**

Your job title will be **Junior Staff**, and you will report to [Supervisor/Manager Name].

**START DATE**

Your employment will commence on [Start Date].

**WORKING HOURS**

Your normal working hours will be from [Start Time] to [End Time], [Number of Days] days per week.

**SALARY**

Your gross monthly salary will be [Salary Amount] payable on the [Day] of each month.

**PROBATION**

The first [Number] months of employment will be a probationary period. During this time, either party may terminate employment with [Notice Period] notice.

**LEAVE ENTITLEMENT**

You are entitled to [Number] days of annual leave and [Number] days of sick leave per year, subject to company policy.

**OTHER TERMS**

Your employment is subject to all applicable Company policies and procedures. Further details may be found in the Employee Handbook.

Please indicate your acceptance of this offer by signing below.

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[Employee Name]  
Date: \_\_ / \_\_ / \_\_

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[Authorized Signatory]  
Date: \_\_ / \_\_ / \_\_

We look forward to having you on our team.

Sincerely,

[Authorized Signatory Name]  
[Position]