

[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.

[Employee Name]
Date: __ / __ / __

[Authorized Signatory]
Date: __ / __ / __

We look forward to having you on our team.

Sincerely,

[Authorized Signatory Name]
[Position]