**APPOINTMENT LETTER FOR APPRECIATION**

**[Date]**

**[Name Address]**

Dear **[Mr., Mrs]**

We refer to your recent interview for the above position and are pleased to advise that

we are offering you the position with our Company effective from under the following terms and conditions:

1. **SALARY**

Your salary will commence at $ \_\_\_\_\_\_\_\_per month.

1. **PROBATIONARY PERIOD**

Your appointment will be subject to a probationary period of 3 months. An official confirmation of your appointment will be notified to you in writing.

1. **WORKING HOURS**

Your working hours will be as follows:

Mon – Fri : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lunch Break : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At times, you may be required to work irregular hours, including Saturday and Sunday. Appropriate time off will be considered for work performed outside normal operational hours.

1. **LEAVE OF ABSENCE**

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance.

1. **PAID LEAVE**

The annual leave will be as follows: -

Employed for 1 – 3 years : days

Employed for 4 – 5 years : days

Employed for more than 5 years : days

The maximum leave will be fixed at .............. days. The leave will be taken at interval periods unless requested for special reasons such as an overseas trip No leave will be granted immediately before/after Public Holidays.

Employee may carry forward a maximum of 7 working days' unutilized leave to the following year and must be utilized by end of that year.

1. **BONUS**

Bonus is dependent upon the Company's profitability and your performance. It is only payable at the end of one year’s service and will be paid before Chinese New Year.

1. **MPF**

Deduction of employee’s contribution and employer’s share of contribution will be in accordance with the respective Ordinance currently enforced.

1. **PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT**

Period of notice for termination of employment or salary in lieu shall be as follows:-

First month of probation — without notice

Second month till probation end — 7 days

After probation — 1 month

Leave cannot be utilized as resignation notice.

1. **FRINGE BENEFITS**

Upon satisfactory completion of the probation period, you will become our permanent employee and are entitled to the fringe benefits specified in the Employee Handbook.

You are required to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties.

You shall not take or engage in any other employment, trade, business, whatsoever outside the business of the Company during the period of your employment.

1. **CONFIDENTIALITY**

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

1. **RESIGNATION/TERMINATION**

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-she/he is guilty of misconduct; she/he is negligent in the discharge of her/his duties; or being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely,

**[Signature]**

**[Name]**