

[Company Letter Head]

LETTER OF APPOINTMENT

1. Details of Employer;

- Name:
- Address:
- Contact Details / Email address:
- Country of origin:
- Registration Number/ID Card:

2. Details of Employee;

- Name:
- Permanent Address:
- Nationality:
- Date of Birth:
- Passport Number:
- Emergency Contact Details (name and contact number):

4. Details of Employment;

- Job Title / Occupation:
- Work Type (please mention the quota worktype) :
- Basic Salary (USD):
- Basic Salary (MVR):
- Date of Salary payment:
- Work site:
- Date of Commence:
- Job Description:
- Working Hours:
- Work Status (Permanent / Contract):

Contract Duration (if Contracted employee):

5. Details of Signatory;

Name:

Designation:

Signature:

Date:

Company Seal: