



HR EXCELLENCE IN RESEARCH

## ACCEPTANCE LETTER TEMPLATE

### Job offer

Dear Sir/Madam .....,

We are pleased to inform you that, following the assessment of the selection process, we would like to extend an offer for recruitment under the following terms and conditions:

**Date of commencement of employment:**

**Job position:**

**Contract wage:**

**Employment shall be on a fixed-term basis:**

**Job offer valid until:**

Signature