**EMPLOYMENT OFFER LETTER**

Dear [Employee’s Full Name],

We are pleased to offer you the position of [Job Title] at [Insert Your Company Name], subject to the terms and conditions outlined in this letter. Your skills and experiences will be an ideal fit for our organization, and we look forward to your valuable contributions.

1. POSITION AND REPORTING

You will be employed as [Job Title], reporting directly to the [Supervisor/Manager Title]. Your primary responsibilities will include [Insert Job Responsibilities Summary].

2. COMMENCEMENT AND PROBATION

Your employment will commence on [Start Date]. You will be on probation for a period of [Number of Months] months, during which your performance and conduct will be reviewed to determine your suitability for continued employment.

3. REMUNERATION

Your gross monthly salary will be ₦[Insert Amount], payable on or before the last working day of each month. Applicable deductions such as PAYE, pension, and other statutory contributions will be made in accordance with Nigerian labour laws.

4. WORK HOURS

Normal working hours are from [Start Time] to [End Time], Monday to Friday. Additional hours may be required based on operational needs.

5. COMPANY POLICIES AND CONFIDENTIALITY

You are expected to comply with all company policies, procedures, and ethical standards. You are also required to maintain the confidentiality of all company information during and after your employment.

6. ACCEPTANCE

Please indicate your acceptance of this offer by signing and returning a copy of this letter on or before [Acceptance Deadline Date]. This offer is valid for [Number of Days] days from the date of this letter.

We look forward to welcoming you to [Company Name] and working together towards shared success.

Sincerely,

[Authorized Person’s Name]

[Title/Position]

**ACCEPTANCE OF OFFER**

I, [Employee’s Name], hereby accept the terms and conditions of employment as stated in this letter.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_