

Re-Employment Letter

Date:

To,

Dear ,

We are pleased to inform you that you have been re-employed by as effective from . Your previous experience with us has been highly valued, and we look forward to your continued contribution to our organization.

The terms and conditions of your re-employment are as follows:

1. Position:
2. Department:
3. Joining Date:
4. Reporting To:
5. Salary & Benefits:
6. Other Conditions:

Please confirm your acceptance of this offer by signing and returning a copy of this letter.

We welcome you back to the team and wish you success in your role.

Sincerely,