Offer of Employment

ZAMBIA · EMPLOYMENT CODE ACT NO. 3 OF 2019

[Company Letterhead]

Date: [DD Month YYYY]

Private & Confidential

[Mr/Ms Candidate Name]

[Address]

[City, Zambia]

Dear [Mr/Ms Surname],

Re: Offer of Employment – [Job Title]

We are pleased to offer you the position of [Job Title] at [Company Name] ("the Company"), subject to the terms below and the attached contract of employment.

1. Position and reporting

You will be employed as [Job Title], reporting to [Manager/Title], based at [Location]. Your main duties are set out in the attached job description. The Company may reasonably vary your duties and location in accordance with operational needs.

2. Contract type and duration

This is a [permanent / fixed-term / specific-task] contract commencing on [date] and ending on [date, if applicable]. [For fixed-term: renewal is subject to operational needs and written agreement; there is no automatic renewal.]

3. Probation

You will serve a probation period of [three] months from your start date. The Company may extend probation once for a further period not exceeding three months. During probation, either party may terminate the contract by giving 24 hours' notice. Confirmation of employment will be in writing before the expiry of probation; if no written confirmation is issued, you will be deemed confirmed in accordance with section 27(4) of the Employment Code Act No. 3 of 2019.

4. Salary and allowances

Your monthly salary will be:

Basic salary	ZMW [amount] per month
Housing allowance	ZMW [amount] per month / provided accommodation
Transport allowance	ZMW [amount] per month / company transport
Lunch allowance	ZMW [amount] per month / meals provided
Gross monthly salary	ZMW [amount]

Salary will be paid monthly in Zambian Kwacha by [bank transfer/mobile money] on or before [date] of each month, subject to statutory deductions. The Company may review salaries periodically; a review does not guarantee an increase. Any bonus is discretionary under the Company's policy and is not part of your basic salary unless expressly stated in writing.

5. Statutory deductions and social security

The Company will register you with NAPSA and NHIMA in accordance with the law and will deduct employee contributions and PAYE in accordance with the law. The Company will pay its employer contributions. No other deductions will be made without your written consent or a lawful basis.

6. Hours of work, overtime and rest days

Your normal hours of work will be [48] hours per week, [days/times]. Overtime will be paid at [1.5] times your normal hourly rate, unless a higher rate applies under the law or a collective agreement. You will be entitled to at least one rest day per week and public holidays in accordance with the law.

7. Leave

You will be entitled to annual leave, sick leave, maternity/paternity leave and family responsibility leave in accordance with the Employment Code Act No. 3 of 2019 and the Company's leave policy. [Add any enhanced benefits.]

8. Conditions

This offer is conditional on:

- proof of your right to work in Zambia (NRC or valid employment permit);
- satisfactory references;
- verification of your qualifications;
- a satisfactory medical examination [where required and lawful];
- [police clearance, where required].

If any condition is not satisfied, the Company may withdraw this offer in writing.

[For foreign nationals: This offer is conditional on you obtaining and maintaining a valid employment permit. If the permit is refused, expires or is revoked, this offer and any employment shall lapse.]

9. Confidentiality and conduct

You must comply with the Company's code of conduct, keep confidential all confidential information during and after employment, and return all Company property on termination. You may not engage in other employment or business that conflicts with your duties without the Company's prior written consent. All work product created in the course of your employment belongs to the Company.

10. Termination

After probation, either party may terminate your employment by giving [30] days' written notice or payment in lieu of notice, in accordance with the Employment Code. The Company may summarily dismiss you for gross misconduct in accordance with section 50 of the Employment Code. On termination, the Company will pay your final salary, accrued leave and any other statutory entitlements, and issue a service certificate.

11. Acceptance

Please sign and return the attached duplicate copy of this letter by [date]. This offer will expire if not accepted by that date.

12. Entire agreement

This letter and the attached contract of employment set out the terms of your employment. In case of conflict, the contract shall prevail.

We look forward to welcoming you to the Company.

Yours sincerely,

_____

[Name]

[Title]

[Company Name]

Date: [ ]

Accepted by:

Signature: _____

Name: _____

Date: _____