

Work Training Contract Letter Example #3

Date:

To,

Name _____

Address _____

Subject: Work Training Contract Letter

From,

Name _____

Address _____

Dear _____,

We are pleased to inform you about your Work Training Contract with the _____ company. So, we will trained for two months with the technologies of _____. And, after this, you have to attend the exam as well. So, based on the marks obtained in that exam your position will be decided.

And, your salary _____ along with this the benefits are also provided to the employee with the company. For overtime also you will get the payment as well. Most of the information was covered.

If you want to know more about you can contact me at _____.

Waiting for your response.

Thanking You.

Name _____

Signature _____