

**LETTER OF OFFER OF APPOINTMENT ON PROBATION**

Ministry/Department/Local Government.....  
Address.....

Ref.....

Date.....

Mr./Mrs./Ms./Miss\*/Dr./Rev.\* .....

Address .....

Dear Sir\*/Madam\*,

I am pleased to inform you that the .....under minute no. .... has directed that you be offered appointment on probation as ..... in the Public Service.

2. The appointment is subject to the Constitution, the Public Service Act and regulations made thereunder, the Pensions Act, the Government Standing Orders and Administrative Instructions issued from time to time.
3. In addition, your appointment will include the following terms and conditions of Service:-
  - (a) Salary scale.....
  - (b) Starting salary ..... p.a.
  - (c) Effective date of appointment .....
  - (d) Incremental date.....
  - (e) Probationary period.....
4. As a new appointee to the Public Service, you are required to be medically examined, including an x-ray of the chest and found medically fit to work in the Public Service by a Government Medical Officer.
5. When the occasion demands, you will be required to serve in any part of Uganda by normal posting instructions.
6. If you are prepared to accept this offer of appointment on the terms and conditions stated above, please inform me in writing and report to a Government Medical Officer for examination with the attached form.
7. Your personal particulars should be provided on the attached personal record form and returned together with your letter of acceptance and the medical form and a provisional bank statement.

Yours faithfully,

Responsible Officer

Copies to:-

Auditor General, Audit Commission

Permanent Secretary, Ministry of Public Service

Secretary, (Relevant Service Commission)

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*\*\* Delete whichever is not applicable*