

Holy Famital Hospital
Techiman, B/A.

Dear

Miss Fordjour Mercy

5th Nov. 1998

APPOINTMENT LETTER

You have been offered an appointment to the staff of Holy Family Hospital on permanent terms as a Staff Nurse with effect from 1/2/98

The basic salary scale attached to the post is range A.37¹ 40 i.e. 2,028,412 to 2,412,166 per annum. You will enter this scale at the point of 2,028,412, and subject to satisfactory work, conduct and confirmation in your appointment, you will be eligible to receive your first increment in the scale on 1st February, 1999. The 1st February then becomes your incremental date. You will be notified with any change.

You will be on probation for 6 months. During this period if your work or conduct is not satisfactory you will be terminated at any time on notification. Should your work and conduct prove satisfactory, you will be confirmed in your appointment.

Your appointment is subject to being found medically fit by a qualified Medical Officer.

You are expected to abide by the stated policies and regulations of the hospital. Failure to do so can result in termination of appointment according to the approved policies/conditions of service/H.S.W.U. contract at the hospital.

If you retire in pensionable circumstances, you may be granted retirement benefit in accordance with the provisions of the Social Security Pension Scheme.

This provisional appointment constitutes authority for you to be paid salary at the rate laid down in paragraph two above.

If this offer is not accepted by 15th February, 1998 it shall be assumed that you are no longer interested in your appointment and the offer will be withdrawn.

I congratulate you on your appointment and wish you in the challenges ahead of you.

Sincerely,

cc: The Ministry of Health
Sunyani.

ADMINISTRATOR

The Executive Secretary

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