How to use your HR & staff templates

These templates help small businesses, schools, clinics, shops, NGOs and startups put staff matters in writing — clearly, fairly and consistently. Replace everything in [square brackets], delete what doesn't apply, and print on your letterhead.

WHAT'S INSIDE

- 01 Offer of Employment letter
- 02 Contract of Employment
- 03 Guarantor Form
- 04 Query Letter (request for explanation)
- 05 Warning Letter
- 06 Leave Application Form
- 07 Salary Advance / Staff Loan Request Form
- 08 Letter of Confirmation of Appointment
- 09 Termination of Employment letter
- 10 Resignation Acceptance letter
- 11 Exit Clearance & Handover Form
- 12 Reference / Letter of Employment

GOOD PRACTICE

- Give every employee a written contract or statement of terms. Nigeria's Labour Act generally requires employers to give workers it covers a written statement of the main terms of employment within three months of starting.
- Keep a personal file for each staff member: application, CV, credentials, guarantor form, contract, appraisals, queries and leave records.
- Be fair and consistent: give a query and a chance to respond before disciplinary action, and keep copies of everything.
- Pay at least the national minimum wage, and handle PAYE tax and statutory deductions (such as pension contributions where the Pension Reform Act applies, NSITF and NHF) as required — check current rates with the relevant agencies or an accountant.
- Confidential: keep staff records secure and share them only with people who need them.

MINIMUM LEGAL POINTS TO CHECK

- Notice: the Labour Act sets minimum notice periods for workers it covers, based on length of service (for example one day in the first three months, one week up to two years, two weeks from two to five years, and one month after five years). Contracts may give longer notice.
- Leave: the Labour Act provides for paid annual holidays (at least six working days after 12 months' continuous service) and paid sick leave of up to 12 working days a year with a medical certificate, for workers it covers. Many employers give more.
- Maternity: female workers are entitled to maternity leave under the Labour Act; some states and public-sector rules give longer leave. Check what applies to you.
- Laws and rates change. Check the current law, or ask a lawyer or HR professional, before relying on these templates for important decisions.

Template only — not legal advice. Employment law and your company policies apply; for senior roles, disputes or dismissals, get advice from a lawyer or HR professional.

[COMPANY NAME]

[Address] · [Phone] · [Email] · RC [number]

[Ref: _____] [Date]

[Candidate's name]
[Address]

Dear [Name],

OFFER OF EMPLOYMENT — [JOB TITLE]

Following your recent interview, we are pleased to offer you employment as [Job title] at [Company name], on the following main terms:

- Start date: [date]
- Location: [office/branch address]
- Reporting to: [manager's title]
- Gross monthly salary: ₦[amount], paid on or before the [day] of each month, subject to statutory deductions
- Allowances/benefits: [transport, lunch, HMO, etc.]
- Working hours: [e.g. Monday–Friday, 8:00 a.m.–5:00 p.m.; Saturdays as roster]
- Probation: [3/6] months
- Annual leave: [ ] working days after 12 months' service

This offer is subject to [satisfactory references / a completed guarantor form / verification of your certificates / a medical report]. A full contract of employment will be issued on resumption.

Please confirm your acceptance by signing and returning a copy of this letter by [date].

We look forward to welcoming you to the team.

Yours faithfully,

_____
[Name]
[Title]
For: [Company name]

ACKNOWLEDGEMENT

I accept the offer of employment on the terms stated above.

Name: _____ Signature: _____ Date: _____

Template only — not legal advice. Employment law and your company policies apply; for senior roles, disputes or dismissals, get advice from a lawyer or HR professional.

[COMPANY NAME]

[Address] · [Phone] · [Email] · RC [number]

[Ref: _____] [Date]

[Employee's name]
[Job title / Department]

Dear [Name],

QUERY — [SHORT DESCRIPTION, E.G. LATENESS TO WORK]

It has been brought to the management's attention that on [date(s)] you [describe the conduct factually — what happened, when and where].

This conduct is contrary to [company rule / policy / your contract, clause X].

You are requested to explain in writing, within [48 hours / 3 working days] of receiving this letter, why disciplinary action should not be taken against you.

Your response will be considered fairly before any decision is made.

Yours faithfully,

_____
[Name]
[Title]
For: [Company name]

ACKNOWLEDGEMENT

I acknowledge receipt of this query.

Name: _____ Signature: _____ Date: _____

[COMPANY NAME]

LEAVE APPLICATION FORM

EMPLOYEE

Name	
Staff ID	
Department / position	
Phone during leave	

LEAVE REQUESTED

Type of leave (annual, sick, maternity, paternity, compassionate, study, unpaid, other)	
First day of leave	
Last day of leave	
Date of resumption	
Number of working days	
Leave days remaining before this request	
Reason (if required)	

HANDOVER

Staff covering duties	
Key tasks handed over	

APPROVALS

Role	Name	Signature	Date
Employee			
Line manager			
HR / Admin			

End of the free sample

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