

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment Letter

We are pleased to inform you that you have been appointed to the position of [Job Title] at [Company Name], effective from [Start Date].

Your responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

You will report directly to [Supervisor's Name], [Supervisor's Position].

Your starting salary will be [Salary Amount], payable [Monthly/Bi-weekly], along with benefits and allowances as detailed in the employee handbook.

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this position.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]