

****[Your Organization's Letterhead]****

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

****Subject: Appointment Letter****

We are pleased to inform you that you have been appointed as [Job Title] at [Company Name], effective [Start Date]. You will report to [Supervisor's Name/Title].

****Job Responsibilities:****

1. [Responsibility 1]

2. [Responsibility 2]

3. [Responsibility 3]

****Compensation and Benefits:****

- Salary: [Salary Amount]

- Benefits: [Briefly outline benefits, e.g., health insurance, retirement plans, etc.]

****Working Hours:****

Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

****Conditions of Employment:****

Your employment is subject to [any conditions like a background check, probation period, etc.].

Please sign and return a copy of this letter to indicate your acceptance of the terms and conditions.

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance:****

I, [Employee's Name], accept the terms of my appointment as outlined in this letter.

Signature: _____

Date: _____