

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been appointed as [Job Title] with [Company Name], effective [Start Date]. Your skills and experience will be a valuable asset to our team.

As discussed, your starting salary will be [Salary Amount] per [month/year], and you will be entitled to [mention any benefits, e.g., health insurance, paid leave].

Your working hours will be [Working Hours], and you will report directly to [Supervisor's Name/Position].

Please sign and return the enclosed copy of this letter by [Response Date] to confirm your acceptance of this offer.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Enclosure: Copy of Appointment Letter]