

[Your Company 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 selected for the position of [Job Title] at [Company Name], effective [Start Date]. We believe that your skills and experiences will be a valuable asset to our team.

The terms and conditions of your employment are as follows:

1. ****Position****: [Job Title]
2. ****Reporting to****: [Manager's Name & Designation]
3. ****Department****: [Department Name]
4. ****Work Hours****: [Work Hours / Schedule]
5. ****Salary****: [Salary Details]
6. ****Probation Period****: [Duration of Probation, if applicable]
7. ****Benefits****: [Details of Benefits Provided]
8. ****Leave Policy****: [Outline of Leave Entitlements]

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

We look forward to having you on board!

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Information]

[Enclosure: Job Description, Company Policies, etc.]