

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

Subject: Appointment Letter

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your start date will be [Start Date], and you will report to [Manager/Supervisor Name].

Your initial salary will be [Salary Amount], payable on a [monthly/bi-weekly] basis. You will also be entitled to [mention any benefits: health insurance, bonuses, etc.].

Please find below the details of your appointment:

- ****Position****: [Job Title]
- ****Department****: [Department Name]
- ****Location****: [Work Location]
- ****Reporting Manager****: [Manager/Supervisor Name]
- ****Working Hours****: [Working Hours and Days]

You are required to sign and return a duplicate of this letter as a token of your acceptance of the terms and conditions of employment.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Enclosures: Copy of Terms and Conditions, Employee Handbook, etc.]