

[Company Letterhead]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website]
[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 employment will commence on [Start Date], and you will report directly to [Supervisor/Manager's Name], [Title].

****Terms of Employment:****

- ****Salary:**** [Salary Amount] per [Month/Year]
- ****Working Hours:**** [Working Hours]
- ****Location:**** [Work Location]
- ****Benefits:**** [Details of Benefits, if applicable]

Please review and sign the enclosed copy of this letter to confirm your acceptance of the terms of employment. Kindly return the signed letter by [Due Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Enclosure: Copy of Appointment Letter for Signature