

[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 offer you the position of [Job Title] at [Company Name], effective from [Start Date]. Your employment will be subject to the terms and conditions outlined in this letter.

1. ****Position****: [Job Title]

2. ****Department****: [Department Name]

3. ****Reporting To****: [Supervisor/Manager Name]

4. ****Salary****: [Salary Amount] per [month/year]

5. ****Working Hours****: [e.g., Monday to Friday, 9 AM to 5 PM]

6. ****Probation Period****: [Duration of Probation]

7. ****Benefits****: [List of benefits, if applicable]

8. ****Leave Policy****: [Brief description of leave entitlements]

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [Reply Deadline].

We are excited to welcome you to our team! Should you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Employee Signature]

[Date]