

[Your Company Letterhead]

[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], effective [Start Date]. This decision is based on your qualifications, experience, and the impressive interview process.

Job Details:

- ****Position****: [Job Title]
- ****Department****: [Department Name]
- ****Reporting To****: [Supervisor/Manager Name]
- ****Salary****: [Salary] per [year/month]
- ****Working Hours****: [Working Hours]
- ****Location****: [Work Location]

Please find the enclosed document with further details regarding your employment, including company policies and expectations. You are required to sign and return the attached copy of this letter by [Response Deadline] to confirm your acceptance.

We look forward to your contributions to our team.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]

Enclosure: Terms and Conditions of Employment