

****Appointment Letter Template 1: Formal Style****

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been appointed as [Job Title] at [Company Name] effective from [Start Date]. Your employment will be governed by the terms and conditions outlined in this letter.

****Position and Responsibilities:****

Your primary responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

****Compensation and Benefits:****

Your starting salary will be [Salary Amount], payable [Monthly/Bi-weekly] and subject to applicable taxes. You will also be entitled to [Benefits such as health insurance, vacation days, etc.].

****Work Hours:****

Your regular work hours will be [Work Hours], from [Start Time] to [End Time], [Days of the Week].

****Reporting:****

You will report directly to [Manager's Name/Title].

Please sign and return a copy of this letter to confirm your acceptance of this position.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Appointment Letter Template 2: Concise Style****

[Company Logo]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

We are delighted to appoint you as [Job Title] with [Company Name], starting from [Start Date].

****Key Details:****

- ****Salary:**** [Salary Amount]
- ****Work Schedule:**** [Work Schedule]
- ****Location:**** [Office Location]

Please sign below to acknowledge your acceptance.

Best Regards,

[Your Name]

[Your Title]

[Employee's Signature] [Date]

****Appointment Letter Template 3: Email Style****

Subject: Appointment Confirmation - [Job Title]

Dear [Employee's Name],
We are excited to offer you the position of [Job Title] at [Company Name], starting on [Start Date].
As discussed, your key responsibilities will include [Brief List of Responsibilities]. You will also be entitled to [mention any key benefits].
Please let us know your acceptance by replying to this email.
Looking forward to having you on our team!
Best,
[Your Name]
[Your Title]
[Company Name]

****Appointment Letter Template 4: Informal Style****

[Your Company Logo]
[Date]
Hi [Employee's Name],
We're thrilled to welcome you as our new [Job Title] starting [Start Date]! Your role involves [Brief Overview of Responsibilities].
You'll be compensated at [Salary Amount], with benefits including [Highlight Key Benefits]. Your hours will be [Work Hours].
Let us know if you have any questions!
Excited for you to join us!
Cheers,
[Your Name]
[Your Title]
[Company Name]

Feel free to select a template that best suits your company's image and the nature of the appointment.