

[Company Letterhead]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 [Start Date].

1. **\*\*Job Title\*\***: [Job Title]
2. **\*\*Department\*\***: [Department Name]
3. **\*\*Reporting to\*\***: [Manager's Name and Title]
4. **\*\*Salary\*\***: [Salary Amount] (per annum/month)
5. **\*\*Working Hours\*\***: [Working Hours]

Your responsibilities will include, but are not limited to:

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

This appointment is subject to the terms and conditions outlined in the employee handbook, which will be provided to you on your first day.

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

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Employee Signature] \_\_\_\_\_

[Date] \_\_\_\_\_