

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's 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]. We welcome you to our team and are excited about the skills and experience you bring to our organization.

**\*\*1. Job Title and Department\*\***

Your designated job title will be [Job Title], and you will be reporting to [Supervisor/Manager's Name], [Their Job Title] in the [Department Name].

**\*\*2. Compensation\*\***

Your starting salary will be [Salary Amount] per annum, payable in monthly installments. Additional benefits including [List Benefits: medical insurance, provident fund, etc.] will also apply as per company policy.

**\*\*3. Work Schedule\*\***

Your work hours will be from [Start Time] to [End Time], [Days of the week]. You will be entitled to [Number of Leaves] days of paid leave annually, pro-rated as per company policy.

**\*\*4. Terms and Conditions\*\***

This appointment is subject to the following terms and conditions:

- A probation period of [Duration of Probation] months, during which either party may terminate the employment with [Notice Period] notice.
- Adherence to the company policies and code of conduct.
- Confidentiality of company information both during and after your employment.

**\*\*5. Joining Formalities\*\***

Please submit the following documents on or before your start date:

- Copy of [Educational Qualifications/Certificates]
- [Government ID, Passport, etc.]
- [Bank Account Details for Salary Transfer]

**\*\*6. Acceptance\*\***

Please sign and return a copy of this letter to indicate your acceptance of this offer by [Response Deadline].

We are looking forward to your contributions to [Company Name]. If you have any questions regarding this appointment, please feel free to contact [HR Contact Name] at [HR Contact Number].

Welcome aboard!

Yours sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Enclosure: Copy of Appointment Letter for Signature]