

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment Letter

We are pleased to inform you that you have been appointed as [Job Title] at [Company Name], effective [Start Date].

In this role, you will report directly to [Supervisor's Name/Title] and will be responsible for [Brief Description of Responsibilities].

Your starting salary will be [Salary Amount], payable [monthly/bi-weekly]. Additionally, you will be eligible for [mention any benefits, bonuses, etc.].

Please find attached the terms and conditions of your employment. We kindly ask you to sign and return a copy of this letter by [Return Date] to confirm your acceptance of this offer.

We look forward to welcoming you to our team and are excited about the contribution you will bring to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Enclosure: Terms and Conditions]