

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[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 from [Start Date].

Position: [Job Title]

Department: [Department Name]

Reporting To: [Supervisor's Name & Title]

Terms of Employment:

1. **\*\*Salary\*\***: You will receive a monthly salary of [Salary Amount]

2. **\*\*Working Hours\*\***: Your working hours will be from [Start Time] to [End Time] [Days of the Week].

3. **\*\*Probation Period\*\***: Your probation period will be [Duration].

We believe your skills and experience will be a valuable addition to our team. Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this position.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Enclosure: Copy of Appointment Letter for Signature]