

[Company Letterhead]

[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 appointed as [Job Title] at [Company Name], a Private Limited Company, effective [Start Date].

Below are the specifics of your appointment:

1. ****Position****: [Job Title]
2. ****Department****: [Department Name]
3. ****Reporting To****: [Supervisor/Manager's Name & Title]
4. ****Salary****: [Salary Amount], payable [Monthly/Quarterly]
5. ****Benefits****: [Details of Benefits, if any]
6. ****Probation Period****: [Duration of Probation]
7. ****Work Hours****: [Details about working hours]
8. ****Location****: [Office Address]

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

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

****Acceptance of Appointment****

I, [Employee's Name], accept the terms and conditions as outlined in this appointment letter.

Signature: _____

Date: _____