

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Appointment Letter

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name], a Private Limited Company. Below are the details of your appointment:

1. ****Position****: [Job Title]
2. ****Department****: [Department Name]
3. ****Reporting To****: [Manager/Supervisor Name]
4. ****Joining Date****: [Date]
5. ****Salary****: [Monthly/Annual Salary]
6. ****Working Hours****: [Working Hours]
7. ****Benefits****: [List of Benefits]

Your employment is subject to the company's policies and rules, which will be provided to you upon joining. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline].

We look forward to your contributions to [Company Name].

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]

I, [Employee Name], accept the terms of this appointment as outlined above.

Signature: _____

Date: _____