

[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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], effective from [Start Date].

1. ****Position****: [Job Title]
2. ****Department****: [Department Name]
3. ****Reporting To****: [Manager/Supervisor Name]
4. ****Salary****: [Annual/Monthly Salary]
5. ****Working Hours****: [Working Hours]
6. ****Probation Period****: [Probation Duration, if applicable]
7. ****Benefits****: [Benefits/Perks]
8. ****Leave Entitlement****: [Leave Policy]
9. ****Confidentiality Agreement****: [Information about Confidentiality and Non-compete, if applicable]

We anticipate that you will join us and contribute to our team with your skills and commitment. Please sign and return a copy of this letter to confirm your acceptance of this appointment.

Welcome aboard!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Please Sign Below]

[Employee Name]

Date: _____