

[Your 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], effective from [Start Date].

1. ****Position****: You will be responsible for [Brief Description of Responsibilities].

2. ****Compensation****: Your monthly salary will be [Salary Amount], payable on [Payment Schedule].

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

4. ****Probation Period****: You will be on probation for a period of [Duration of Probation].

5. ****Benefits****: After the probation period, you will be eligible for [List of Benefits].

6. ****Confidentiality and Non-Compete****: You are required to abide by the confidentiality and non-compete agreements as outlined in the employee handbook.

Please sign and return the enclosed copy of this letter as a confirmation of your acceptance of the position.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Enclosure: Copy of Appointment Letter for Signature]