

\*\*[Your Company's Letterhead]\*\*

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

\*\*Appointment Letter\*\*

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name] (a Pvt Ltd Company). Your skills and experience impressed us, and we are excited to have you as part of our team.

\*\*Position Details\*\*

- \*\*Job Title:\*\* [Job Title]

- \*\*Department:\*\* [Department Name]

- \*\*Reporting To:\*\* [Manager/Supervisor Name]

- \*\*Start Date:\*\* [Start Date]

- \*\*Location:\*\* [Office Address]

\*\*Compensation and Benefits\*\*

- \*\*Salary:\*\* [Annual/Monthly Salary]

- \*\*Payment Schedule:\*\* [Weekly/Bi-weekly/Monthly]

- \*\*Benefits:\*\* [Details of Benefits, e.g., health insurance, retirement plans, paid time off, etc.]

\*\*Working Hours\*\*

Your normal working hours will be from [Start Time] to [End Time], [Days of the Week].

\*\*Terms and Conditions\*\*

You will be required to adhere to company policies, maintain confidentiality, and complete all tasks assigned to you with diligence and dedication.

Please sign and return a copy of this letter by [Deadline Date] to confirm your acceptance of this position.

We look forward to welcoming you to [Company Name]. If you have any questions, please feel free to reach out to us.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

\*\*Acceptance\*\*

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_