

****[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: _____