

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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 employment with [Company Name] as a [Job Title]. Your joining date will be [Start Date].

Below are the terms and conditions of your employment:

1. **\*\*Position\*\***: [Job Title]
2. **\*\*Department\*\***: [Department Name]
3. **\*\*Reporting To\*\***: [Supervisor/Manager Name]
4. **\*\*Salary\*\***: [Salary Amount] per [month/year]
5. **\*\*Benefits\*\***: [Brief description of benefits, if applicable]
6. **\*\*Probation Period\*\***: [Duration of Probation Period]
7. **\*\*Working Hours\*\***: [Working Hours/Days]

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

We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature]

Enclosure: [Optional, e.g., employment terms, company policy document]

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I, [Employee Name], accept the above terms and conditions of employment.

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

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