

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been appointed as [Job Title] at [Company Name], effective [Start Date]. Your responsibilities will include [briefly outline key responsibilities].

Your starting salary will be [Salary Amount] per [hour/month/year], payable in accordance with the company's payroll schedule. [Include any additional compensation or benefits details as applicable].

You will report directly to [Supervisor's Name/Job Title] and will be expected to comply with [Company Name]'s policies and procedures as outlined in the employee handbook.

Please sign and return a copy of this letter by [Response Due Date] to confirm your acceptance of this appointment. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Copy of Appointment Letter for Signature]

[Signature Line for Employee]

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[Employee Name]

[Date]