

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Designation]

NTPC Limited

[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appointment Letter

We are pleased to inform you that you have been selected for the position of [Job Title] at NTPC Limited. Your appointment is effective from [Start Date].

Details of your appointment are as follows:

1. ****Job Title****: [Job Title]
2. ****Department****: [Department Name]
3. ****Location****: [Work Location]
4. ****Salary****: [Salary Details]
5. ****Reporting To****: [Supervisor's Name/Position]

Please report to [Location] at [Time] on your joining date for the completion of required formalities.

We welcome you to our team and look forward to your contributions to the company.

Yours sincerely,

[Your Name]
[Your Designation]

NTPC Limited