

[Your Name]
[Your Title]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your appointment for [position/job title] at [Company/Organization Name]. Your start date will be [Start Date].

Please find the details of your appointment below:

- ****Position:**** [Position Title]
- ****Reporting to:**** [Supervisor's Name/Title]
- ****Work Schedule:**** [Days/Hours]
- ****Salary/Compensation:**** [Details]
- ****Benefits:**** [Brief Overview]

We look forward to welcoming you to our team and are excited about the contributions you will make. If you have any questions or need further information prior to your start date, please feel free to reach out.

Welcome aboard!

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization]