

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Appointment Letter for the Position of [Job Title]

We are pleased to inform you that you have been appointed to the position of [Job Title] in our team, effective [Start Date]. Your primary responsibilities will involve utilizing QGIS software for [specific tasks/responsibilities related to QGIS].

Your working hours will be [Working Hours], and you will report directly to [Supervisor's Name/Position]. Your initial compensation will be [Salary/Benefits], reviewable after [Probation Period/Time Period].

Please feel free to reach out to us if you have any questions or require further information. We look forward to your joining and contributing to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]