

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Appointment as Security Guard

We are pleased to inform you that you have been appointed as a Security Guard at [Company Name], effective [Start Date]. Your employment will be under the following terms and conditions:

1. **\*\*Position\*\***: Security Guard
2. **\*\*Reporting To\*\***: [Supervisor's Name/Title]
3. **\*\*Work Location\*\***: [Specific Location]
4. **\*\*Salary\*\***: [Salary Amount] per [hour/month/year]
5. **\*\*Working Hours\*\***: [Working Hours/Shift Details]
6. **\*\*Probation Period\*\***: [Duration of Probation Period]
7. **\*\*Responsibilities\*\***: [Brief Description of Responsibilities]

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

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosure: Terms and Conditions, if applicable]