

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Appointment Letter

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name/Title].

Position: [Job Title]

Department: [Department Name]

Location: [Office Location]

Salary: [Salary Amount]

Employment Type: [Full-time/Part-time/Contract]

As part of your employment, you will be entitled to [brief outline of benefits, if any, e.g., health insurance, paid leave, etc.], as detailed in the attached benefits brochure.

Please sign a copy of this letter and return it 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]

[Company Contact Information]

[Attachment: Benefits Brochure, if applicable]

[Employee Signature]

[Date]