

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been appointed to the position of [Job Title] at [Company Name], effective [Start Date].

Job Title: [Job Title]

Department: [Department Name]

Reporting to: [Supervisor's Name]

Salary: [Salary Amount]

Benefits: [Brief description of benefits, if applicable]

Your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Please review the enclosed documents for further details regarding your employment terms and conditions.

We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

Enclosures: [List of enclosed documents, if any]