

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Appointment Letter for Zpass Position

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company/Organization Name]. This appointment is based on your qualifications and the interview outcome.

Your role will commence on [Start Date], and you will report directly to [Supervisor's Name/Title]. Your monthly salary will be [Salary Amount], and you will be entitled to the benefits outlined in the employee handbook.

Please sign and return this letter by [Response Deadline] to confirm your acceptance of the offer.

We look forward to welcoming you to our team.

Best regards,

[Your Name]
[Your Position]
[Company/Organization Name]
[Enclosure: Job Offer Acceptance Form]