

# Appointment Letter Format Mentioning Job Responsibilities

Date: [Date]

To,  
[Candidate Name]  
[Candidate Address]

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

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. Your employment with us is subject to the following terms and conditions:

## 1. Job Title:

[Job Title]

## 2. Reporting To:

You will report to [Reporting Manager/Position].

## 3. Date of Joining:

[Joining Date]

## 4. Place of Posting:

[Work Location]

## 5. Job Responsibilities:

- Perform tasks and duties assigned as per the requirements of **[Department/Team]**.
- Ensure timely completion of projects and goals set by the management.
- Maintain effective communication and collaboration with team members and other departments.
- Adhere to company policies, procedures, and code of conduct at all times.
- Any other responsibilities as assigned by your reporting manager from time to time.

## 6. Compensation:

Your gross salary will be [Salary Details], subject to statutory deductions as per applicable laws.

## 7. Probation Period:

You will be on probation for a period of [Probation Period] starting from your date of joining.

## 8. Working Hours:

Your regular working hours will be from [Start Time] to [End Time], [number of] days a week.

## 9. Other Terms and Conditions:

- Confidentiality and non-disclosure of company information at all times.
- Compliance with company policies and guidelines.
- Termination notice period and resignation policies as per company rules.

We look forward to your joining and believe you will make a significant contribution to our organization. Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,  
**[Authorized Signatory]**  
**[Designation]**  
**[Company Name]**

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Acceptance of Appointment:

I, [Candidate Name], accept the terms and conditions mentioned above for the position of [Job Title] at [Company Name].

Signature: \_\_\_\_\_

Date: \_\_\_\_\_