

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]

Acceptance of Appointment:

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

Signature: _____

Date: _____