

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]

Date: [Date]

To,
[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

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

Dear [Candidate Name],

We are pleased to offer you the position of **[Position Title]** at **[Company Name]**, effective from [Start Date]. This appointment letter outlines the terms and conditions of your employment and incorporates your specific job description clauses in accordance with applicable labor laws.

1. Job Title & Department

Position: [Position Title]
Department: [Department Name]
Reporting to: [Reporting Manager/Designation]
Location: [Work Location]

2. Job Description & Responsibilities

Your key duties and responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Please refer to the attached detailed job description for further clarification. You may be assigned additional duties as required by the management from time to time.

3. Compensation & Benefits

Salary: [Salary Amount] per [Month/Year], payable on a [Monthly/Weekly] basis.
Other Benefits: [List benefits such as health insurance, allowances, bonuses, etc.]
Statutory deductions and contributions will be made as per applicable laws.

4. Terms of Employment

- **Probation Period:** [Duration, if applicable]
- **Confirmation:** Upon successful completion of probation period and performance review.
- **Working Hours:** [Working Days and Timing]
- **Leave Policy:** As per company policy and labor law.
- **Termination/Notice Period:** [Notice Period or Grounds for Termination]

5. Code of Conduct & Company Policies

You are required to adhere to all company policies, code of conduct, and rules and regulations as communicated to you from

time to time. Any violation may result in disciplinary action.

6. Confidentiality & Non-Disclosure

You shall maintain strict confidentiality regarding all company information and not disclose any confidential information to third parties during and after your employment, except with prior written consent from the management.

7. Acceptance of Offer

Please sign and return a copy of this letter as a token of your acceptance of the appointment and the terms and conditions stated herein.

We look forward to having you as part of our team. Should you have any questions, please feel free to contact us.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

Enclosures:

- Detailed Job Description
- Company Policies Handbook

Employee Acknowledgement:

I, [Candidate Name], hereby accept the above appointment and agree to abide by the terms and conditions stated.

Signature: _____ Date: _____