

Date: [Insert Date]

**To,**

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

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

Dear [Employee Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. This letter serves as an official confirmation of your appointment and outlines the terms, role, and responsibilities associated with this position.

## 1. Commencement of Employment

Your employment will commence on **[Start Date]**.

## 2. Reporting Structure

You will be reporting to **[Reporting Manager/Supervisor, Title]**. You may also be required to report to other persons as per the business needs of the company.

## 3. Roles and Responsibilities

- Fulfill the duties of **[Job Title]** as detailed in your job description.
- Key responsibilities include but are not limited to:
  - [Responsibility 1]
  - [Responsibility 2]
  - [Responsibility 3]
  - [Add or remove as appropriate]
- Adhere to the company's policies, procedures, and code of conduct at all times.
- Achieve the performance standards and targets set by your supervisor.

## 4. Terms of Employment

All other terms and conditions of your employment will be as per the **[Company Name]** employee handbook and any other agreements you may enter into during your tenure.

## 5. Acceptance

Please signify your acceptance of this appointment by signing and returning a copy of this letter by **[Acceptance Deadline]**.

We look forward to your valuable contributions to our organization.

Sincerely,

**[Your Name]**

[Your Designation]

[Company Name]

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### Employee Acceptance:

I, [Employee Name], accept the appointment and the terms specified above.

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

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