

[Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

### **Subject: Appointment Letter for the Position of [Job Title], [Department Name]**

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** in the **[Department Name]** at **[Company Name]**. Your appointment will be effective from **[Start Date]**.

#### **1. Terms of Employment**

**Designation:** [Job Title]

**Department:** [Department Name]

**Reporting To:** [Supervisor/Manager Name & Title]

**Work Location:** [Work Location]

**Type of Employment:** [Full-time/Part-time/Contract/Internship]

**Probation Period (if any):** [Duration]

**Compensation:** [Salary/Remuneration Details]

**Other Benefits:** [List Benefits]

#### **2. Department-Specific Job Description**

As a member of the **[Department Name]**, your key roles and responsibilities will include, but are not limited to:

- [Responsibility 1 related to the department]
- [Responsibility 2 related to the department]
- [Responsibility 3 related to the department]
- [Additional department-specific duties as applicable]

You may be assigned further responsibilities as determined by your manager, in alignment with the needs and objectives of the department.

#### **3. General Terms & Conditions**

1. You will be expected to perform your duties and conduct yourself in accordance with the company's policies, guidelines, and code of conduct.
2. This appointment may be terminated by either party by giving [notice period] written notice or equivalent salary in lieu of notice, as per company policy.
3. Please note that your continued employment is subject to verification of your credentials and background checks as the company may require.
4. Confidentiality and nondisclosure of company information must be maintained at all times during and after your employment with the company.

We look forward to you joining our team and contributing to the success of the **[Department Name]** and **[Company Name]** as

a whole.

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

Yours sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

**Accepted and Agreed:**

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

Name: [Candidate Name]

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