

To,
[Employee Name]
[Employee Address]

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]**. After careful consideration, we believe your skills and experience will be a valuable asset to our organization.

Job Summary:

As a **[Job Title]**, you will be expected to:

- [Brief summary of primary responsibility, e.g., Oversee daily operations in the assigned department.]
- [Key duty #1, e.g., Coordinate with team members to meet project deadlines.]
- [Key duty #2, e.g., Prepare and submit regular progress reports.]
- [Key expectation, e.g., Maintain compliance with company policies and standards.]

Probation Period:

You will be placed on a probation period of **[Duration, e.g., six (6) months]** commencing from your date of joining. During this period, your performance and suitability for the position will be evaluated. The company reserves the right to extend the probation period or terminate your employment based on your performance during this period.

Terms of Employment:

- Date of Joining: [Joining Date]
- Reporting To: [Supervisor Name/Designation]
- Work Location: [Office/Department Address]
- Compensation: [Salary and Benefits details]
- Working Hours: [Days & Time]
- Other Terms: [Any additional terms, if applicable]

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms and conditions. We look forward to welcoming you onboard and wish you a rewarding career with us.

Sincerely,
[Your Name]
[Your Designation]
[Company Name]

Signature of Employee

Date: _____