

Appointment Letter Template

Date: [Date]

To,
[Employee Name]
[Employee Address]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your start date will be [Start Date].

Job Duties and Responsibilities:

- [Duty 1: Clearly describe the primary duty of the role]
- [Duty 2: Additional responsibility expected from the employee]
- [Duty 3: Any specific task unique to the position]

Terms of Employment:

- **Salary:** [Salary details and benefits, if any]
- **Work Hours:** [Daily/Weekly work hours and schedule]
- **Reporting to:** [Name and title of reporting manager/supervisor]
- **Probation Period:** [Duration, if applicable]

Other Terms and Conditions:

- **Confidentiality:** During and after your employment, you are required to maintain the confidentiality of company information.
- **Termination:** Either party may terminate the employment by providing [notice period] in writing.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter by [Acceptance Date].

We look forward to welcoming you to our team.

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

Accepted & Agreed:

Signature: _____
Date: _____