

# Staff Appointment Letter

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

To,

Mr./Ms. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ at \_\_\_\_\_  
(Company Name) with effect from \_\_\_\_\_, under the following terms and conditions:

**1. Position:**

Your initial designation will be \_\_\_\_\_.

**2. Salary:**

You will be entitled to a gross monthly salary of \_\_\_\_\_.

**3. Probation:**

You will be on a probation period of \_\_\_\_\_ months from the date of joining.

**4. Working Hours:**

Your normal working hours will be from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ days a week.

**5. Other Terms:**

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You are requested to sign and return a copy of this letter as a token of your acceptance.

Welcome to \_\_\_\_\_ !

Yours sincerely,

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Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Employee Acceptance:**

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