

[Date]

[Employee Name]
[Employee Address]
[City, State, ZIP]

Subject: Appointment Letter for Employment

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name] with effect from [Start Date].

The terms and conditions of your appointment are as follows:

- Position: [Job Title]
- Department: [Department Name]
- Reporting To: [Reporting Manager]
- Salary: [Salary Details]
- Working Hours: [Working Hours]
- Other Benefits: [Benefit Details]

Please confirm your acceptance of this offer by signing and returning a copy of this letter.

We look forward to having you as part of our team.

Sincerely,

[Your Name]
[Designation]
[Company Name]

Accepted by:

[Employee Name]
Date: _____