

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

We are pleased to inform you that, following our recent selection process, you have been appointed to the position of [Job Title] at [Company Name]. We believe that your skills, experience, and qualifications make you an excellent fit for this role, and we are excited to have you join our team.

Your employment details are as follows:

Start Date: [Date]

Reporting To: [Supervisor/Manager's Name]

Department: [Department Name]

Office Location: [Office Address]

Your employment will be on a [full-time/part-time] basis, and you will be paid a starting salary of [Salary Amount] per [hour/week/month/year], subject to applicable taxes and deductions. You will be eligible for standard company benefits, such as [health insurance, retirement plans, vacation, etc.], according to the company's policies.

As an employee of [Company Name], you will be expected to abide by the company's rules, regulations, and policies, as outlined in the employee handbook. Your job responsibilities will include [briefly mention key duties and responsibilities]. Your working hours will be [mention specific hours or any flexible working arrangements if applicable].

This appointment is subject to a probationary period of [number of months]. During this time, your performance and suitability for the role will be assessed. Following successful completion of the probationary period, your employment will be confirmed in writing.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [Date]. If you have any questions or require further information, please do not hesitate to contact [Human Resources/Manager's Name] at [contact information].

We are thrilled to have you join our organization and look forward to working with you. Congratulations once again on your appointment!

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP]

[Attach a copy for the employee to sign and return]