**Appointment Letter**

**Name: Mr. XYZ**

**Contact # +92-312-0000000**

**Dear Mr. XYZ ,**

**We are pleased to confirm your appointment as a “A……B……C” in Resourceinn with effect from June, 07, 2016. You will draw Basic Salary of Rs.45, 000/- only.**

**Manager Human Resource**

**CC: Managing Director**