**Appointment Letter Format**

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| Letter of Appointment  Date:  Name:  Address:  Dear [\_Name of the Candidate\_],  Appointed as [\_Name of the Designation\_]  We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position in our company effective from [\_Date\_] under the following terms and conditions:   * Salary: Here mention the salary offered to the candidate discussed during the interview and negotiation stage. * Probationary Period: Mention the probation period that a candidate needs to serve after joining the company. * Working Hours: The working hours that need to be followed by the employee, Monday to Friday Working (Saturday and Sunday Off), Lunch Break: (Duration of break). * Leave Policy: Mention the number of leaves granted to the candidate per year. Details of sick leave(SL), casual leave(CL), paid leave(PL), and any other leaves if your organization offers. * Notice Period Clause: If the employee needs to leave the company due to any reason, he/she needs to serve the notice period in the present company as mentioned in the letter.   [\_Name of the Employee\_] [\_Name of the Provider of the Letter\_]  [\_Signature\_] [\_Signature\_] |

**Appointment Letter Example**

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| Job Appointment Letter  Date: 09/03/2021  To,  Mr. Nikhil Kumar  BTM Stage2, Stree22  Bangalore, India  Mr. Nikhil Kumar,  This is with reference to your application for the role of “Front-end Developer” and the subsequent discussions you had with us at your interview held on “22/02/2021” on the following terms and conditions:  Designation: Front-end Developer  Job Location: Bangalore  You may, however, require to work at any place of the business or as per the later requirement.  Commencement of Employment: Your commencement will be effective with our organization from 1st April 2021.  Salary and Compensation: You will receive a salary of Rs. [\_\_\_] per annum as per the discussion held during the final interview and negotiation round. Tax and other statutory deductions will be done at the source. You will receive the variable amount strictly based on your performance. After the completion of your probation period, you will be eligible for the leaves, as per the company rules. The leave policy has been attached with this letter for your reference.  Working Hours: The working day will start from Monday and end on Friday. The working hours for your job profile will be 9 AM to 5 PM.  We welcome you and congratulate you on your appointment and wish you a long journey with us. We assure you have a great journey and our full support for your professional growth and development.  Nikhil Kumar Ashish Patel  [\_Signature\_] [\_Signature\_] |

**How is an Appointment Letter Important to the Employee?**

This letter would provide a kind of documentary assurance to the employees that they have been selected in the company and would also help them claim their benefits and rights. The employer would need to mention all the necessary details in the letter as mentioned above.

**Generate Appointment Letter with Just One Click with UBS**

Ultimate Business Systems(UBS) is a complete solution for the **HRMS software** that helps businesses generate appointment letters and other HR-related letters like offer letters, appraisal letters, relieving letters, etc. Not only this, but we also provide our clients with the live editing feature that allows the users to edit the HR letters according to their requirements.

UBS is a one-stop solution for **HRMS software India** including payroll management, HR letter generation, employee onboarding, and more. Get in touch to book a live demo of our software.

**Meta Description -** An Appointment Letter is a formal document that is issued by the organization whenever a candidate gets selected for any job role. Checkout the format and samples.   
  
**Format Variations**

**Sample 1**

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| **Internship Appointment Letter**  Date:  To,  Name of the Intern  Address  Dear [Name of the Intern]  This letter is in reference to your application for the internship and subsequent discussions we had during the interview held on [date of the interview], on the following terms and conditions:   1. Position - Mention the Position on which the intern is hired (full-time/part-time). 2. Job Location - Specify the location of the company.  3. Stipend - You will get a monthly stipend of Rs. [Amount] as mentioned in the attached sheet.  4. Internship Duration - Your internship will be of 3 months starting from [start date] and will end at [ending date]. 5. Commencement of the Internship - Your internship with our organization will be effective from [ start date]. 6. Working Hours - You will have to work from [Mention the days] and your working hours will be [start and end time]. We are a [number of days] days working company. You have to serve your duties with proper dedication and passion for the growth of the company.   We heartily congratulate you on your appointment as an intern in our company and assure you our full support towards your professional growth and development.  Sincerely,  Company Name |

**Sample 2**

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| [Candidate Name]  [Candidate Address]  [Candidate Phone No.]  [Date]  [Your Name]  [Your Address]  [Your Phone Number]  Dear [Candidate Name],  Thank you for taking the time to meet with our hiring team for an interview. After careful analysis, we'd like to formally offer you the position of [Job Title].  As [Job Title], you will oversee a team of [number of members in the team]. You can expect to manage the [mention the duties]. Your role shall begin on [start date], and we expect you to report to the office [mention the working days] from [working hours].  The salary for this position is [Salary]. You will receive [specify extra benefits that the candidate is eligible for].  If you agree to these terms, please assess and sign the attached Employee Contract form. Please bring photo identification on your first day of work. We are excited to collaborate with you.  Sincerely,  Your Name  Designation  Company Name |

**Format 3**

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| Date\_\_\_\_\_\_\_\_\_\_    Name of the employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Complete Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City, Pincode  Country.    Subject: Appointment Letter for the Post of (Mention Job Title)    Dear (Use First name),  This is in response to your job application and the interviews we conducted with you.  We are glad to offer you the position of (Job Title) in our organization, effective as of (mention date of joining on or before) on the following terms and conditions:   * You will be on probation / training for [length] from the beginning of your service, which may be extended at the company's discretion. If your services are determined to be satisfactory at the end of your probation/training period. The organization will confirm your appointment in writing. During probation, either employer will be required to give a notice period of [number of days] or pay a salary in lieu of notice. * After confirmation of employment, either the employee or the company will be given a notice period of [number of days] or a salary in lieu of notice. The employer reserves the right to keep you on probation/training or as a confirmed employee until an alternative person is hired. * Your job is with Company Name\_\_\_\_\_\_\_\_\_\_ location\_\_\_\_\_\_, however the company reserves the right to move you to any other department or location as needed by requirement at any moment. * You will be bound by the Company's rules and regulations, as they are in effect at the time and as they are revised from time to time. * Without prior approval from the company, you may not engage in any other employment, directly or indirectly, with or without remuneration, throughout the term of your employment. * On a review of the organization's functioning, finances, and prospects, the firm may from time to time add, change, or repeal any remuneration, benefit, or facility that may have been granted to you, and you agree to be bound by the organization's actions on this behalf. * You must not provide any information about the company or its clients to anyone who comes to your attention. * An employee must return all business assets in his or her possession, such as laptops, after tendering his or her resignation from the company. * You may be asked to present yourself for a medical examination at any time during your employment with the company, and any decision made by management based on the results of the report by the company's approved medical practitioner will be obligatory on you. * You must sign and return a duplicate of this letter to us to acknowledge your approval of the above-mentioned appointment terms.   I extend a hearty welcome to you and wish you every success in your future endeavors.  Yours faithfully.  For (Mention the Company Name)  Signature  Designation  Acceptance  I have read and understand the terms of service of this appointment and affirm that I accept them.  (Signature and Date)  Name of the employee |