

# Appointment Letter

Dear Harish Jay Raj,

We are pleased to inform you that you have been appointed as an employee at XYZ Company. Your dedication and skills have earned you the position with the following details:

**Employee ID:** 20240200001

Your employment with XYZ Company will commence on 25-03-2024. Please report to the HR department on your joining date for further orientation and formalities.



We believe that your expertise will contribute significantly to our team, and we look forward to your valuable contributions.

Best regards,

The XYZ Company Team