APPOINTMENT LETTER

{company\_name}

{address\_1}

{address\_2}

{city}, {state}, {pin\_code}

Dear {name},

Congratulations! We are pleased to confirm that you have been selected to work for {company\_name}. We are delighted to make you the following job offer.

The position we are offering you is that of {job\_title} at a monthly salary of {salary} with an annual cost to company {annual\_ctc}. Your working hours will be from {working\_hour}, {starting\_weekend\_day} to {ending\_weekend\_day}.

Benefits for the position include:

* {benefit\_A}
* {benefit\_B}
* {benefit\_C}

We would like you to start work on {desired\_starting\_date}. Please report to{reporting\_person}, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by {last\_date\_of\_offer\_acceptance} to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our {company\_name} and look forward to working with you.

Sincerely,

{hr\_name}

Human Resource