**Appointment Letter Format for CA Firm**

[Your Name]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[CA Firm Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to accept the offer of employment as a [Position] at [CA Firm Name], and I am writing to confirm my acceptance of the position. I would like to express my gratitude for the opportunity to join your prestigious firm and contribute to your team.

I understand that my employment will commence on [Start Date], as outlined in your offer letter dated [Offer Letter Date]. Please consider this letter as my formal acceptance of the terms and conditions mentioned in the offer letter.

As discussed and agreed upon, my initial salary will be [Salary], and I will be entitled to [Benefits] in accordance with the firm's policies. I am also aware of the probationary period, which will be outlined in the Employee Handbook, and I will comply with the firm's rules and regulations throughout my employment.

I am excited to be a part of [CA Firm Name] and am committed to contributing my best efforts to ensure the firm's success. I look forward to working with the talented team and contributing to the growth and excellence that your firm is known for.

Please let me know if there are any further documents or formalities that I need to complete before my joining date, and I will make sure to fulfill them promptly. If there are any preparations or materials that I need to review before my start date, kindly provide the details.

Thank you for considering me for this opportunity, and I am eager to start my journey with [CA Firm Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if there are any additional instructions or information you would like to convey.

I appreciate your confidence in me and am looking forward to being a part of the [CA Firm Name] team.

Sincerely,

[Your Name]

[Signature] (if sending a hard copy)