**Appointment Letter Format for Engineer**

**[Your Company's Letterhead, if applicable]**

**[Company Name]**

**[Company Address]**

**[Date]**

**[Engineer's Full Name]**

**Dear [Engineer's Full Name],**

**We are pleased to extend an offer of employment to you as a [Position Title] at [Company Name], effective from [Start Date]. This appointment is contingent upon your acceptance of the terms and conditions outlined in this letter.**

**Position: [Position Title]**

**Department: [Department Name]**

**Location: [Work Location]**

**Job Duties and Responsibilities:**

**You will be responsible for [Briefly describe the key responsibilities and duties associated with the position]. Your work will be crucial to our [specific projects, goals, or objectives] and will contribute significantly to the success of our company.**

**Compensation:**

**Your starting salary will be [Salary Amount] per [Year/Month], which will be paid on a [Bi-weekly/Monthly] basis through our standard payroll system. In addition to your base salary, you may be eligible for performance-based bonuses, if applicable.**

**Benefits:**

**As a valued member of our team, you will be eligible for our comprehensive benefits package, which includes:**

**Health, dental, and vision insurance**

**Retirement savings plan**

**[Other benefits, if applicable]**

**Working Hours:**

**Your regular working hours will be [Working Hours], from [Start Time] to [End Time], [Days of the Week]. You will be required to adhere to our company's policies and practices regarding attendance and punctuality.**

**Probationary Period:**

**You will undergo a probationary period of [Probationary Period Duration], during which your performance will be assessed. Upon successful completion of this period, you will be considered a regular employee.**

**Confidentiality and Non-Compete:**

**During your employment, you will be expected to uphold the highest level of confidentiality regarding company information. You will also be required to sign a non-compete agreement, restricting you from engaging in activities that may be in competition with our business for a specified duration.**

**Termination:**

**Employment with [Company Name] is at-will, which means that either you or the company can terminate the employment relationship at any time, with or without cause and with or without notice.**

**Please sign and return this letter by [Deadline Date] to confirm your acceptance of the terms and conditions of your appointment. If you have any questions or need further clarification, please feel free to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].**

**We are excited to welcome you to our team and look forward to your contributions to our organization.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**

**[Company Contact Information]**