**Appointment Letter Format for Field Boy or Executive**

[Your Company's Letterhead]

[Date]

Dear [Employee's Name],

We are pleased to offer you employment with [Your Company Name] as a Field Boy/Executive, effective from [Start Date]. We believe that your skills, experience, and dedication will greatly contribute to our team.

Job Responsibilities:

As a Field Boy/Executive, your primary responsibilities will include but are not limited to:

- Conducting field visits and delivering products/services to clients/customers.

- Ensuring timely completion of assigned tasks and maintaining accurate records.

- Assisting in inventory management and stock replenishment.

- Providing excellent customer service by addressing client inquiries or concerns promptly.

- Collaborating with team members to achieve departmental goals.

Terms of Employment:

1. Position: Field Boy/Executive

2. Department: [Department Name]

3. Employment Type: [Full-time/Part-time]

4. Working Hours: [Specify working hours per day/week]

5. Compensation: You will be entitled to receive a monthly salary of [Salary Amount], which will be subject to applicable deductions as per company policy.

6. Probation Period: The first three months of your employment will be considered as probationary period during which either party can terminate the employment with one week notice.

7. Other Benefits: You will be eligible for other benefits such as health insurance, provident fund, etc., as per company policy.

Please note that this appointment is contingent upon satisfactory completion of any background checks or reference checks that may be required.

We are excited to have you join our team and believe that your skills and dedication will contribute to the success of our organization. If you accept this offer, please sign and return a copy of this letter by [Date]. Should you have any questions or require further information, please do not hesitate to contact us.

Once again, congratulations on your appointment. We look forward to welcoming you aboard.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]