**Appointment Letter Format for Pantry Boy**

[Your Company Letterhead]

[Date]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for the position of Pantry Boy at [Your Company Name]. This letter is to formally offer you the appointment for the said position, and we are excited to have you join our team.

Your employment details are as follows:

Position: Pantry Boy

Department: [Department Name]

Date of Joining: [Date]

Reporting To: [Supervisor's Name]

Salary: [Monthly Salary]

You will be expected to perform the following duties and responsibilities as a Pantry Boy:

Maintain the cleanliness and organization of the pantry area.

Ensure the pantry is adequately stocked with snacks, beverages, and other consumables.

Prepare and serve tea, coffee, and refreshments to employees and guests.

Manage inventory and place orders for pantry supplies as needed.

Assist with office errands as assigned by your supervisor.

Adhere to company policies and safety guidelines.

Your working hours will be [Working Hours], [Days of the Week]. You will be entitled to all the benefits, as per the company's policies and will be eligible for any bonuses or increments as per your performance and company policy.

You will be required to complete the necessary paperwork and provide the following documents on your first day of work:

Proof of identity (e.g., passport, driver's license)

Proof of address (e.g., utility bill)

Educational certificates

Any other documents specified by the HR department

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. You can send it via email to [HR Manager's Email Address].

This offer is conditional upon the successful completion of background checks and reference verification. Please be prepared to provide the necessary information and documentation for these checks.

We are excited to have you join our team at [Your Company Name] and look forward to your positive response. If you have any questions or require further information, please do not hesitate to contact our HR department at [HR Department Contact Information].

Congratulations once again, and we eagerly await your arrival to begin your journey with us.

Sincerely,

[Your Name]

[Your Company Name]