**Appointment Letter Format for Restaurant Staff**

[Your Restaurant Letterhead]

[Date]

Dear [Employee's Name],

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

Your employment details are as follows:

Position: [Position Title]

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 member of our restaurant staff:

Greet and assist guests in a friendly and professional manner.

Take food and beverage orders, answer questions, and make recommendations.

Ensure that orders are prepared and served in a timely and accurate manner.

Maintain a clean and welcoming dining area.

Handle guest complaints or concerns in a courteous and efficient manner.

Adhere to health and safety regulations and company policies.

Your working hours and shift schedule will be [Working Hours and Days]. 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.

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 Restaurant 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 Restaurant Name]