

APPOINTMENT LETTER FORMAT

[COMPANY LETTERHEAD]

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[City, State, Zip-Code]

Dear [Recipient's Name],

We are pleased to offer you the position of [Job Title] at [Company Name], starting from [Date of Joining]. We were impressed with your qualifications and experience, and we are confident that your skills will be a valuable asset to our team.

Terms and Conditions of your employment are as follows:

1. ****Position:**** [Job Title]
2. ****Department:**** [Department Name]
3. ****Date of Joining:**** [Date of Joining]
4. ****Probation Period:**** [If applicable, specify duration]
5. ****Salary:**** [Specify salary details including basic salary and any allowance]
6. ****Working Hours:**** [Specify working hours, days of the week]
7. ****Leave Entitlement:**** [Specify leave policy – annual leave, sick leave, etc.]
8. ****Termination Notice:**** [Specify notice period required from both parties]
9. ****Benefits:**** [List any additional benefits such as health insurance, retirement plans, etc.]
10. ****Confidentiality Agreement:**** [As a condition of your employment, you will be required to sign and adhere to our company's confidentiality agreement.]

Please report to [Supervisor/Manager's Name] on your first day at [Company Address] at [Reporting Time]. Kindly bring along any necessary documentation and identification.

Your 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 signify your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline, usually within a week from the date of the letter].

If you have any questions or need further clarification, please feel free to contact [HR Contact Person] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to welcoming you to our team and are excited about the contributions we know you will make to our company.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]