

Sample Job Appointment Letter

Date: _____

Name: _____,

Address: _____

Subject: Offer of an Appointment

Dear Mr./Ms. _____

With reference to your application & subsequent interviews with us we are pleased to offer you the post of (Mention Position) in our organization as per agreed terms and condition.

Your consolidated package will be as per dissuasion at the time of interview you will be on probation period for six months from the date of joining. Your date of joining will be on or before date _____. The detailed Appointment Letter and Job Description will be issued later on.

Please find a duplicate copy of this letter and return it back to us duly signed as a token of your acceptance.

We welcome you in our organization and wish you a long and prosperous career with us.

With best wishes

Cordially,

For _____,

(Signature and Seal)