Appointment Letter

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Appointment Letter

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We believe that your skills and experience will be a valuable addition to our team.

Position Details:

-Job Title: [Job Title]

-Department: [Department Name]

- Start Date: [Start Date]

-Salary: [Salary]

We look forward to welcoming you to our team. If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]