

Job Appointment Letter

Date:

To,

Subject: Appointment for the Position of

Dear ,

We are pleased to offer you the position of at our organization. Your employment will commence on .

Your monthly salary will be and you will be reporting to .

Please sign and return a copy of this letter as confirmation of your acceptance.

Sincerely,

I accept the terms and conditions stated in this appointment letter.

Signature: _____

Date: