

## Appointment Letter

Date:

To,

Dear ,

We are pleased to inform you that you have been appointed to the position of  at  
, commencing on .

Please find below the terms and conditions of your appointment:

1. Designation:
2. Department:
3. Salary:
4. Reporting To:

Kindly sign and return a copy of this letter as a token of your acceptance.

We look forward to working with you.

Sincerely,

(Authorized Signatory)