

Employee Appointment Letter

Date:

To,

Subject: Appointment Letter

Dear ,

We are pleased to inform you that you have been selected for the position of at
. Your employment will commence on .

The terms and conditions of your employment are as follows:

- Designation:
- Department:
- Salary:
- Working Hours:

Please sign the copy of this letter as a token of your acceptance and return it to us.

We welcome you to our organization and wish you a successful career with us.

Sincerely,