

## Company's Letterhead

**Date:** DD/MM/YYYY

**To,**

Employee's Name

Employee's Address

[City, State, PIN Code]

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**Subject:** Appointment Letter for the Position of [Position Title]

Dear [Employee Name],

We are delighted to offer you the role of **[Position Title]** at **[Company Name]**, effective from **[Start Date]**. Your reporting will be under **[Supervisor/Manager Name]**, and your location will be **[Office Location/Branch]**.

### 1. Terms of Employment:

- **Job Title:** [Position Title]
- **Department:** [Department Name]
- **Employment Type:** [Full-time/Part-time/Contract]
- **Working Hours:** [Specific Hours or Days]

### 2. Compensation:

- **Salary:** Your annual/monthly salary will be **[Salary Amount]**.
- **Payment Schedule:** [Weekly/Bi-weekly/Monthly]
- **Benefits:** You will be entitled to the following benefits:
  - Health Insurance
  - Retirement Plan
  - Paid Time Off
  - [Any other benefits]

### 3. Responsibilities:

As **[Position Title]**, your primary responsibilities will include, but are not limited to, the following:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

You will be expected to perform these duties to the best of your abilities and to abide by the company's policies and procedures.

#### **4. Confidentiality:**

You are required to maintain strict confidentiality regarding all company information, documents, and data during and after your employment with us.

#### **5. Probationary Period:**

Your employment is subject to a probationary period of **[Number of Months]** months. During this time, your performance will be reviewed to determine the continuation of your employment.

#### **6. Termination:**

This agreement may be terminated by either party with [Notice Period, e.g., 30 days] written notice. The company reserves the right to terminate your employment immediately for cause.

#### **7. Other Conditions:**

[Include any other specific terms, conditions, or policies that apply.]

#### **Acceptance:**

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Date]. We look forward to welcoming you to **[Company Name]** and seeing the impact you'll make on our team.

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**Yours sincerely,**

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Contact Information]

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#### **Employee Acknowledgment:**

I, **[Employee Name]**, have read, understood, and accept the terms and conditions of this appointment as outlined above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_