

Simple Appointment Letter Format

Subject: Appointment Letter

Dear [Applicant Name],

Thank you for accepting and signing the job offer letter. I am pleased to inform you that your employment with [Company Name] has been confirmed in the capacity of [Job Title].

As agreed, your starting date will be [_____] and your work timings from [____] to [____], Monday to Friday. Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to [Company Name]. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

[Your Name]

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