

Simple Appointment Letter Format

Subject: Appointment Letter

Dear [Applicant Name],

Following your acceptance of the job offer letter which you signed on [____], we would like to confirm your appointment with [Company Name] as a [Job Title]. Your employment is be subject to the terms and conditions listed below:

Starting Date:

Your starting date is [_____].

Work Timings

Your work timings are from 8AM to 5PM, Monday to Friday.

Probation Period

You will be on a probation period for the first six months. Upon successfully completing the probation period, your employment will become of a permanent status.

Salary

Your monthly salary is [_____]

Other Benefits

[List other benefits if applicable]

Annual Leave

You are entitled to 15 days of paid leave per year.

Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

If you have further questions, please contact me directly or simply 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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