

Formal Appointment Letter for Permanent Employee

Subject: Appointment Letter - [Position Title]

Dear [Candidate Name],

We are pleased to inform you that you have been selected for the position of [Position Title] at [Company Name]. This letter serves as your official appointment confirmation, subject to the terms and conditions outlined below.

Position Details:

Your employment will commence on [Start Date]. You will report to [Supervisor Name/Department] at our [Location/Branch] office. Your working hours will be [Working Hours], [Days of Week].

Compensation and Benefits:

Your annual salary will be [Amount] paid [monthly/bi-weekly] via bank transfer. You are entitled to [Number] days of paid annual leave, health insurance coverage, and participation in our retirement plan as per company policy.

Terms and Conditions:

1. Your employment is subject to a probationary period of [Duration], during which either party may terminate with [Notice Period] notice.
2. You agree to maintain confidentiality regarding company information, trade secrets, and proprietary data.
3. Your employment is contingent upon successful completion of background verification and submission of required documents.
4. You will comply with all company policies, procedures, and code of conduct.
5. Any inventions, designs, or intellectual property created during employment belong to the company.

Please sign and return the duplicate copy of this letter by [Date] to confirm your acceptance. We look forward to welcoming you to our team.

Sincerely,

[Name]

[Title]

[Company Name]

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