Dental Assistant Appointment Letter Template

[Dental Practice Letterhead]

[Date]

[Dental Assistant's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Dental Assistant's Name],

We are delighted to confirm your appointment as a Dental Assistant at [Dental Practice Name]. Your skills and passion for dental care are admirable, and we are confident you will contribute positively to our practice.

Dental Assistant Position: [Start Date]

Start Date: [Start Date]

End Date: [End Date]

Location: [Work Location]

Attached are the details of your dental assistant role, including your responsibilities, compensation, and other important information. If you have any questions or need further clarification, please feel free to reach out.

Please sign and return this letter by [Acceptance Deadline] to signify your acceptance of this appointment. We look forward to having you as a valued member of our team.

Sincerely,

[Your Name]

[Your Title]

[Dental Practice Name]