Legal Counsel Appointment Letter Template

[Law Firm Letterhead]

[Date]

[Legal Counsel's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Legal Counsel's Name],

We are pleased to offer you an appointment as Legal Counsel at [Law Firm Name]. Your legal expertise and commitment to providing excellent counsel align with our firm's mission, and we look forward to your contributions.

Legal Counsel Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Enclosed are the details of your legal counsel appointment, including your responsibilities, compensation structure, and other relevant information. If you have any questions or need further clarification, please do not hesitate to reach out.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We are eager to have you join our legal team.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]