Graphic Designer Appointment Letter Template

[Company Letterhead]

[Date]

[Graphic Designer's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Graphic Designer's Name],

We are excited to extend an appointment to you as a Graphic Designer at [Company Name]. Your creativity and design skills are essential to our visual communication efforts, and we anticipate your contributions.

Graphic Designer Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Attached are the terms and conditions of your graphic designer appointment, including your responsibilities, compensation, and other pertinent details. If you have any questions or need further information, please feel free to contact us.

To accept this offer, kindly sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and the impact you will make on our visual branding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]