# Customer Service Representative Appointment Letter Template

[Company Letterhead]

[Date]

[Customer Service Representative's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Customer Service Representative's Name],

We are pleased to offer you an appointment as a Customer Service Representative at [Company Name]. Your dedication to customer satisfaction and your interpersonal skills make you a valuable asset to our team.

Customer Service Representative Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

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

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We look forward to having you as part of our customer service team.

Warm regards,

[Your Name]

[Your Title]

[Company Name]