Receptionist Appointment Letter Template

[Company Letterhead]

[Date]

[Receptionist's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Receptionist's Name],

We are delighted to extend an appointment to you as a Receptionist at [Company Name]. Your friendly demeanor and organizational skills are essential to ensuring a positive experience for our visitors and staff.

Receptionist Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Attached are the terms and conditions of your receptionist appointment, including your responsibilities, compensation, and other pertinent details. If you have any questions or need further clarification, please do not hesitate to contact us.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and your role in creating a welcoming environment.

Best regards,

[Your Name]

[Your Title]

[Company Name]