Administrative Assistant Appointment Letter Template

[Company Letterhead]

[Date]

[Administrative Assistant's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Administrative Assistant's Name],

We are excited to extend an appointment to you as an Administrative Assistant at [Company Name]. Your organizational skills and attention to detail will greatly contribute to the efficiency of our operations.

Administrative Assistant Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Please find attached the details of your administrative assistant role, including your responsibilities, compensation, and other relevant information. If you have any questions or need further clarification, please do not hesitate to contact us.

To accept this offer, kindly sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and your contributions to our administrative processes.

Sincerely,

[Your Name]

[Your Title]

[Company Name]