HVAC Technician Appointment Letter Template

[Company Letterhead]

[Date]

[HVAC Technician's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [HVAC Technician's Name],

We are excited to extend an appointment to you as an HVAC Technician at [Company Name]. Your HVAC expertise and skills are crucial for maintaining comfortable and efficient environments for our clients.

HVAC Technician Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Please find attached the details of your HVAC technician appointment, 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, kindly sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and the contributions you will make to our HVAC services.

Best regards,

[Your Name]

[Your Title]

[Company Name]