

Formal Employment Appointment Letter

Subject: Appointment as Senior Analyst

Dear [Candidate Name],

We are pleased to formally appoint you as a Senior Analyst at [Company Name], effective [Start Date]. Your skills and expertise have impressed our selection committee, and we are confident that you will contribute significantly to our team's success.

Please report to [Supervisor Name] on your first day for onboarding and orientation. Enclosed are the details of your compensation, benefits, and company policies. Kindly sign and return the attached copy of this letter as a token of acceptance.

We look forward to welcoming you aboard and achieving great milestones together.

Sincerely,

[HR Manager Name]

[Company Name]

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