

Email Appointment Letter for Remote Workers

Subject: Welcome to the Team – Remote Appointment

Hi [Candidate Name],

Congratulations! We are excited to appoint you as a Remote Software Engineer at [Company Name], starting [Start Date]. Your role will be crucial in our ongoing projects, and we trust your expertise will make a real impact.

Please find the onboarding schedule and digital documents attached. Ensure you complete all virtual formalities before your first day. Your reporting manager will reach out to you shortly for an introduction.

Welcome aboard, and we look forward to working together virtually!

Cheers,

[HR Manager Name]

[Company Name]

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