Permanent Appointment Letter Template

[Company Letterhead]

[Date]

[Employee's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Employee's Name],

We are thrilled to formally offer you a permanent appointment with [Company Name] for the position of [Job Title]. Your skills and qualifications have impressed us, and we are excited to have you on our team.

Position: [Job Title]

Start Date: [Start Date]

Location: [Work Location]

Please review the enclosed terms and conditions, which outline your compensation, benefits, and other important aspects of your employment. If you have any questions or need further clarification, please reach out to us.

To accept this offer, kindly sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and the opportunity to welcome you as a permanent member of our organization.

Best regards,

[Your Name]

[Your Title]

[Company Name]