

Architect Appointment Letter

[Your Company Letterhead]

[Date]

[Applicant Name and Address]

Dear [Applicant Name],

We are pleased to offer you the position of Architect at [Your Company Name]! We believe that your skills and experience make you an excellent fit for our team, and we are excited to welcome you aboard.

As an Architect, your primary responsibilities will include:

- Developing project plans and blueprints using computer-aided design (CAD) software
- Coordinating with other team members to ensure that projects are completed on time and within budget
- Reviewing construction plans and making changes as necessary
- Conducting on-site inspections to ensure that construction is proceeding according to plan
- Communicating with clients to ensure that their needs are being met

Your starting salary will be [Salary], paid on a [Frequency] basis. You will also be eligible for [Benefits Package].

Please review the attached employee handbook for more information about your benefits package, as well as our company policies and procedures. Your start date will be [Start Date].

Please let us know if you have any questions or concerns. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]