Job Appointment Letter

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State ZIP Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected for the position of [Job Title] in [Department Name] at [Company Name]. We were impressed with your skills, experience, and qualifications, and believe that you will be a valuable addition to our team.

Your starting date will be [Starting Date], and you will report directly to [Manager Name]. Your salary will be [Salary Amount] per [Month/Year], and you will be entitled to [Benefits] as per the company policy.

As part of your employment with [Company Name], you will be required to sign a Confidentiality Agreement, a Non-Disclosure Agreement, and comply with all the company policies and procedures. You will be given the Employee Handbook, which contains all the necessary information about your employment and the company policies.

Please find attached a copy of your job description, which outlines your duties and responsibilities.

We are excited to have you on board and look forward to a successful working relationship. Please let us know if you have any questions or concerns.

Sincerely,

[Your Name]

[Manager/HR Department]

[Company Name]