

Formal Job Appointment Letter

Subject: Appointment to the Position of [Job Title]

Dear [Employee Name],

We are pleased to inform you that you have been appointed as [Job Title] at [Organization Name], effective from [Start Date]. Your appointment is based on your qualifications, experience, and performance during the selection process.

Please report to [Reporting Manager/Department] on your joining date. Kindly complete all required documentation, including [ID verification, contract signing, or other onboarding procedures]. We look forward to your valuable contributions and wish you success in your new role.

Sincerely,

[Sender Name]

[Position]

[Organization Name]

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