Model Appointment Letter

[Company Letterhead]

[Date]

[Employee Name]

[Address]

[City, State ZIP Code]

Dear [Employee Name],

I am pleased to offer you the position of [Position] at [Company Name]. Your employment will be effective from [Starting Date].

Your annual salary for this position will be [Salary]. You will be paid [Payment Frequency] on [Payment Day] via [Payment Method]. You will also be eligible for [Employee Benefits] as per company policy.

As a [Position], you will be responsible for [Job Responsibilities]. Your employment will be subject to [Performance Standards] that will be periodically reviewed.

You will be expected to work from [Working Hours]. You will be entitled to [Vacation Time] per year, which can be used for personal reasons or as per company policy.

Please note that your employment with [Company Name] is at-will, which means either party can terminate the employment relationship at any time and for any reason. However, we hope for a long and mutually beneficial relationship with you.

If you agree to these terms, please sign and date this letter and return it to me by [Date of Response].

We are excited to have you join our team and look forward to your contributions to the company's success.

Sincerely,

[Employer Name]

[Employer Title]

I accept this offer of employment:

_____

[Employee Name] (signature)

Date: _____