

Standard Model Appointment Letter

Subject: Appointment Notification

Dear [Recipient Name],

We are pleased to appoint you as [Position/Role] at [Company/Organization Name], effective from [Start Date]. This appointment is subject to your compliance with company policies and successful completion of any required onboarding processes.

Please acknowledge receipt of this letter and confirm your acceptance of the appointment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/model-appointment-letter>