

Formal Appointment Letter for New Employee

Subject: Official Appointment as [Position]

Dear [Recipient Name],

We are delighted to formally appoint you as [Position] in the [Department] at [Company Name], starting [Start Date]. Your responsibilities include [Brief List of Responsibilities].

Please review the attached documents outlining terms and conditions of employment and provide your acknowledgment.

Best regards,

[Your Name]

[Your Designation]

[Company Name]

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