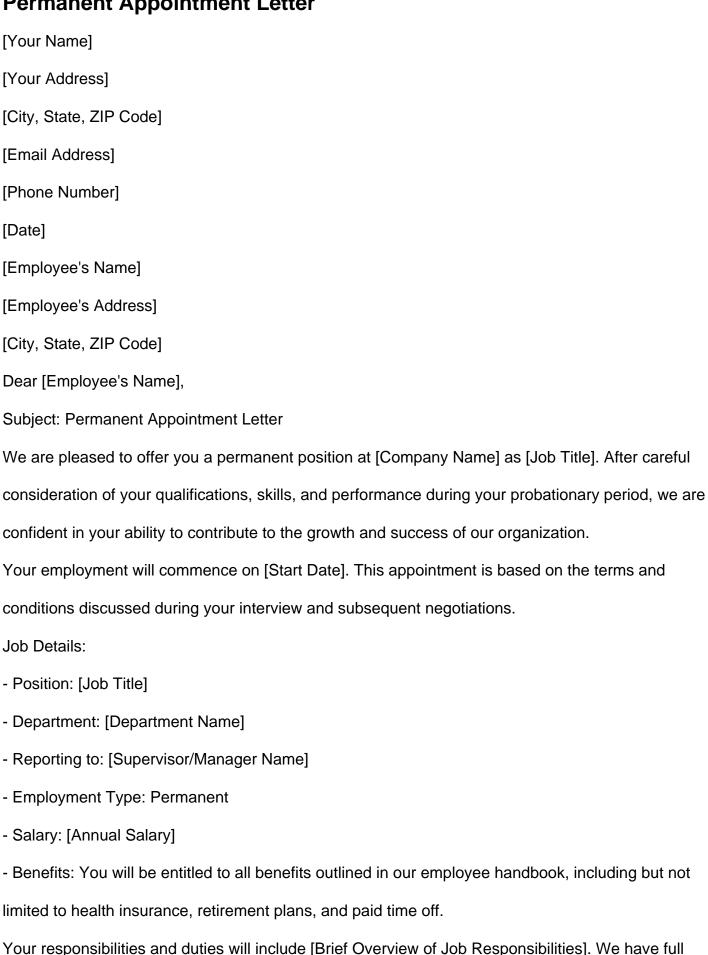
Permanent Appointment Letter



confidence in your abilities and believe that your contributions will greatly enhance our team and

company.

Please note that your employment is contingent upon the completion of any required background

checks, documentation verification, and signing of our standard confidentiality and intellectual

property agreement.

This appointment is subject to the terms and conditions of our employee handbook and company

policies. As a permanent employee, you will be required to adhere to all rules, regulations, and

policies of [Company Name].

Kindly confirm your acceptance of this permanent appointment by signing and returning a copy of

this letter by [Acceptance Deadline Date]. You can reach out to [HR Contact Name] at [HR Contact

Email/Phone Number] for any clarifications or assistance.

We are excited to welcome you to the [Company Name] team and look forward to a productive and

successful working relationship.

Congratulations once again on your permanent appointment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Employee's Signature]

[Date]

cc: [HR Contact Name]