

Permanent Appointment Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Permanent Appointment Letter

We are pleased to offer you a permanent position at [Company Name] as [Job Title]. After careful consideration of your qualifications, skills, and performance during your probationary period, we are confident in your ability to contribute to the growth and success of our organization.

Your employment will commence on [Start Date]. This appointment is based on the terms and conditions discussed during your interview and subsequent negotiations.

Job Details:

- Position: [Job Title]
- Department: [Department Name]
- Reporting to: [Supervisor/Manager Name]
- Employment Type: Permanent
- Salary: [Annual Salary]
- Benefits: You will be entitled to all benefits outlined in our employee handbook, including but not limited to health insurance, retirement plans, and paid time off.

Your responsibilities and duties will include [Brief Overview of Job Responsibilities]. We have full

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]