

# Sample Of Appointment Letter For Contract Basis Staff Or Employee

Dear [Employee Name],

I am pleased to inform you that you have been selected for the position of [Position] at [Company Name] on a contract basis. This appointment is effective from [Starting Date] and will continue until [Ending Date].

As an employee of [Company Name], you will be entitled to certain benefits, including [list benefits such as health insurance, paid time off, etc.]. Your salary will be [Salary Amount] per [Month/Week], payable on [Payday].

Your duties and responsibilities as [Position] include, but are not limited to:

- [List of main responsibilities and duties]

We believe that you have the necessary skills, experience, and qualifications required for this position, and we look forward to having you on our team. If you accept this appointment, please sign and return the enclosed copy of this letter to indicate your acceptance of the terms and conditions of your employment.

If you have any questions or concerns, please do not hesitate to contact me or the HR department.

We are happy to answer any questions you may have.

Congratulations on your appointment, and we look forward to working with you.

Sincerely,

[Your Name]

[Company Name]