

# Job Appointment Letter Word Format

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[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

**Subject: Job Appointment Letter**

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We were impressed with your background and skills, and we are excited to have you join our team.

## **Position Details:**

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **Reporting To:** [Supervisor's Name and Title]
- **Work Location:** [Office Location]

## **Compensation and Benefits:**

- **Salary:** \$[Annual Salary] per annum, paid monthly

- **Benefits:** [Health insurance, retirement plans, bonuses, etc.]
- **Other Perks:** [Company car, gym membership, etc.]

**Responsibilities:**

As a [Job Title], your primary responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

**Working Hours:**

Your working hours will be from [Start Time] to [End Time], [Number of Days] days a week. You may be required to work additional hours as necessary to fulfill your duties.

**Probation Period:**

You will be on a probation period of [Duration], starting from your first day of work. During this period, your performance will be reviewed, and upon satisfactory completion, you will be confirmed as a permanent employee.

**Terms and Conditions:**

Please find enclosed a copy of the company's employee handbook, which details our policies and procedures. We expect you to comply with all the company rules and regulations.

**Acceptance:**

Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this offer. We look forward to your positive response and are excited to welcome you to [Company Name].

If you have any questions or need further information, please do not hesitate to contact [Contact Person] at [Contact Email] or [Contact Phone Number].

Congratulations and welcome aboard!

Sincerely,

**[Your Name]**

**[Your Title]**

**[Company Name]**