

[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

Ref: [HR/APT/2026/001]

Date: [DD Month YYYY]

[Employee Name]

[Address, City]

Subject: Letter of Appointment — [Job Title]

Dear [Employee Name],

With reference to your application and subsequent interview, we are pleased to appoint you as [Job Title] in the [Department] department of [Company Name] on the following terms and conditions:

1. Date of joining: You will join on [Joining Date] at our [office location].
2. Salary: Your gross salary will be [amount and currency] per month, made up of basic salary of [amount] and allowances of [amount], subject to applicable tax deductions.
3. Probation: You will be on probation for [3/6] months. On satisfactory completion, your appointment will be confirmed in writing.
4. Working hours: [9:00 am to 6:00 pm, Monday to Friday]. You may be asked to work additional hours when the work requires it.
5. Leave: You are entitled to [x] days of annual leave, [x] days of casual leave and [x] days of sick leave per year, in line with company policy.
6. Notice period: During probation either party may end this appointment with [1 week's] notice; after confirmation the notice period is [1 month] or salary in lieu of notice.
7. Confidentiality: You will keep all company and client information confidential during and after your employment.
8. Company policies: You will follow the company's rules and policies as amended from time to time.

Please sign the acceptance below and return a copy to HR by [Date]. We welcome you to [Company Name] and wish you a rewarding career with us.

Yours sincerely,

[Name]

[Designation, e.g. Head of HR]

[Company Name]

ACCEPTANCE

I have read and understood the terms of this appointment and accept them.

Employee signature: _____ Name: _____ Date: _____
