**Sample Appointment Letter**

**[Company Letterhead]**

**Date:** [Date]

**[Employee Name]** **[Employee Address]**

**Dear [Employee Name],**

We are delighted to officially appoint you to the position of [Job Title] at [Company Name], effective [Start Date]. We were very impressed with your qualifications, experience, and interview performance, and we are confident you will be a valuable asset to our team.

**Your Responsibilities:**

* [List 2-3 key responsibilities of the role]

**Compensation and Benefits:**

* Your starting salary will be [Salary] per [Pay Period (e.g., year, month)].
* You will be eligible to participate in our comprehensive benefits package, which includes [List a few key benefits, e.g., health insurance, paid time off]. Full details regarding the benefits program will be provided during your onboarding process.

**Reporting and Probation:**

* You will report to [Supervisor Name], [Supervisor Title].
* This appointment is subject to a probationary period of [Probation Period (e.g., 3 months, 6 months)]. Your performance will be reviewed during this time, and your appointment will be confirmed upon successful completion of the probationary period.

**Next Steps:**

* Please sign and return a copy of this letter to acknowledge your acceptance of this position.
* We look forward to welcoming you to [Company Name] on your start date. In the meantime, you will receive further information regarding onboarding procedures from our Human Resources department.

We are excited to have you join our team!

Sincerely,

[Name of sender]