

[Date]
[Your Name]
[Your Job Title]
[Your Company]
[Your Address]

Subject: Appointment Letter

Dear [Applicant Name],

I am pleased to inform you that you have been appointed for the role of [_____]. This is an official letter confirming your employment with [Company Name] starting on [_____].

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than [_____] to signal your acceptance of this offer and all its terms.

Congratulations and welcome to [Company Name].

Sincerely,