

APPOINTMENT LETTER TEMPLATE

[DATE]

Dear [RECIPIENT NAME],

I am pleased to inform you that you have been appointed as the new [DESIGNATION] at [YOUR COMPANY NAME] beginning on [JOINING DATE]. You are expected to report to the office between Monday to Friday during the office hours [START TIME] to [END TIME]. Please note that for security purposes, you will be asked for a valid ID on your first day.

Attached is the company's proposed terms and conditions regarding your appointment. Should the proposed terms and conditions be acceptable to you, and therefore you are willing to take this appointment, please sign the copies of this letter, as well as the appointment agreement.

If, however, there is anything listed in this offer that you are not clear about, or want to discuss, please feel free to contact me via phone [YOUR PHONE NUMBER] or email me at [YOUR EMAIL ID] so that we can discuss the matter properly.

Please return all the necessary documents to the Human Resources Department by [DATE 1].

We are looking forward to working with you.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

Sample Letter Asking For An Appointment

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AMA Handbook of Business Letters Jeffrey Seglin,Edward Coleman,2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University s graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence

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