

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

**United States. Internal Revenue
Service**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the United States Internal Revenue Service text.

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James Stroman, 2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own **Letters That Sell** Edward W. Werz, 1987 Outlines the essential features of a successful sales letter provides ninety sample letters and lists useful openings and closings

Grants Virginia P. White, 2013-11-11 **How to Write It, Third Edition** Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference **The "How To" Grants Manual** David G. Bauer, 2011-05-16 Although the current grants marketplace is rife with changes this book provides the most current data and techniques to keep grant seekers ahead of the curve The author offers step by step advice for seeking grants from foundations the corporate sector and the government and explains exactly how to achieve success particularly in the present economic climate This new edition of The How To Grants Manual seeks to improve success rates to an even higher percentage Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and

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the sole practitioner to the large firm with a dedicated bidding team to create practical and perfectly tailored winning bids

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