

## 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

**S Marginson**



## **Sample Letter Asking For An Appointment:**

## **Sample Letter Asking For An Appointment** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Sample Letter Asking For An Appointment**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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