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

David G. Bauer

Sample Letter Asking For An Appointment:

Sample Letter Asking For An Appointment Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "Sample Letter Asking For An Appointment," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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