[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Appointment Letter

Confirming an appointment in writing: the role, the joining date, the salary, and the terms of employment.

[DD Month YYYY] **To:** [Employee name]

[Employee address line 1] [Employee address line 2] [Town or city], [Postal code]

Subject: Appointment to the role of [Job title] **Dear** [Employee name]**,**

We are pleased to confirm your appointment as [Job title] **in** [Department] **at** [Company name]**. You will report to** [Manager name]**,** [Manager job title]**.**

Your employment will start on [Joining date] **at** [Place of work]**. Your normal working hours will be** [Working hours]**. Your probation period will be** [Probation period]**.**

Annexure A: salary structure

Salary is paid [Pay frequency] **on** [Pay date]**, after statutory deductions. Please sign Annexure A with this letter.**

This appointment is subject to satisfactory references and evidence of your right to work. Please send these to [Contact name] **by** [Documents due date]**. Please confirm your acceptance by signing below and returning this letter by** [Acceptance due date]**. We look forward to welcoming you to** [Company name]**.**

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Acceptance

I, [Employee name]**, accept the appointment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____

Annexure A: salary structure

Component	Monthly	Annual
Basic salary	[Basic salary monthly]	[Basic salary annual]
House rent allowance	[HRA monthly]	[HRA annual]
Special allowance	[Special allowance monthly]	[Special allowance annual]
Employer pension contribution	[Employer PF monthly]	[Employer PF annual]
Gross salary	[Gross salary monthly]	[Gross salary annual]
Total cost to company (CTC)	[CTC monthly]	[CTC annual]