[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.

Executive Appointment Letter

Confirming a senior appointment in writing: the role, the board approval, the pay, and the senior terms.

Approved by the board on [Board approval date]**.**

Reference: [Reference number] **Date:** [DD Month YYYY]

[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] **at** [Company name]**. This appointment was approved by the board on** [Board approval date]**. You will report to** [Manager name]**,** [Manager job title]**.**

Role: _____ **Department:** _____

Reports to: _____ **Joining date:** _____

Place of work: _____ **Working hours:** _____

Gross salary: _____ **Probation period:** _____

Your gross salary will be [Currency] [Gross annual salary] **per year, paid** [Pay frequency] **on** [Pay date]**, before deductions. You will also receive the benefits set out in** [Benefits and leave details]**.**

Senior terms

1. Given the seniority of this role, the notice period will be [Notice period] **on either side.**

2. You must keep company information confidential.

3. You must not take up other paid work without the board's written consent.

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]**.**

For and on behalf of the board,

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: _____