[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]**.**

Role: _____ **Department:** _____

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

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

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

Your joining timeline

[Documents due date]	Step 1. Documents due. Send your references and right to work evidence to [Contact name].
[Acceptance due date]	Step 2. Acceptance due. Sign and return this letter.
[Joining date]	Step 3. Joining day. Report to [Place of work] at the agreed time.
[Induction date]	Step 4. Induction. Your induction starts on your first day.

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: _____