# [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]**.**

**Key responsibilities**

| No. | Responsibility |
|---|---|
| 1 | Carry out the duties of the role as set out in the job description |
| 2 | Meet the standards and targets agreed with your manager |
| 3 | Follow company policies on conduct, attendance and safety |
| 4 | Keep accurate records of your work as your manager asks |
| 5 | Support colleagues and hand over work properly when you are away |

**Your employment will start on** [Joining date] **at** [Place of work]**. Your gross salary will be** [Currency] [Gross annual salary] **per year. Your probation period will be** [Probation period]**.**

**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: _____