[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.

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

Dear [Employee name]**,**

You are appointed on the following terms:

1. Appointment. You are appointed as [Job title] in [Department].

2. Start date. Your employment starts on [Joining date].

3. Place of work. Your place of work is [Place of work].

4. Reporting. You report to [Manager name], [Manager job title].

5. Hours. Your normal working hours are [Working hours].

6. Salary. Your gross salary is [Currency] [Gross annual salary] per year.

7. Probation. A probation period of [Probation period] applies.

8. Leave. Your annual leave is [Annual leave entitlement] each year, plus [Public holidays].

9. Notice. After probation, the notice period is [Notice period].

10. Confidentiality. You must keep company information confidential, as set out in [Company policies].

Please sign below to accept these terms and return this letter by [Acceptance due date]**.**

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: _____