[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]**,**

Reporting line

[Employee name], [Job title]
reports to
[Manager name], [Manager job title]
in [Department] **at** [Company name]**.**

We are pleased to confirm your appointment as [Job title] **in** [Department]**. Your employment will start on** [Joining date] **at** [Place of work]**.**

Your gross salary will be [Currency] [Gross annual salary] **per year, paid** [Pay frequency] **on** [Pay date]**. Your normal working hours will be** [Working hours]**. Your probation period will be** [Probation period] **and your annual leave will be** [Annual leave entitlement] **each year, plus** [Public holidays]**.**

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: _____