[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.

Please read this form carefully. It records the terms of your appointment. Sign at the end to accept.

Employee	[Employee name]
Job title	[Job title]
Department	[Department]
Reports to	[Manager name], [Manager job title]
Joining date	[Joining date]
Place of work	[Place of work]
Working hours	[Working hours]
Gross salary	[Currency] [Gross annual salary] **per year**
Pay frequency	[Pay frequency] **on** [Pay date]
Probation period	[Probation period]
Notice period	[Notice period]
Annual leave	[Annual leave entitlement] **each year, plus** [Public holidays]

This appointment is subject to satisfactory references and evidence of your right to work. Please confirm your acceptance by signing below and returning this form 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: _____