[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]**.**

Appointment summary

Role: _____ **Department:** _____

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

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

Gross salary: [Currency] [Gross annual salary] **per year**

Pay frequency and pay date: [Pay frequency] **on** [Pay date]

Probation period: _____ **Notice period:** _____

Annual leave: [Annual leave entitlement] **each year, plus** [Public holidays]

Terms of appointment

Clause	Term
1. References and right to work	This appointment is subject to satisfactory references and evidence of your right to work, sent to [Contact name] by [Documents due date].
2. Probation	A probation period of [Probation period] applies. During probation, either party may end the employment by giving [Notice period during probation].
3. Notice	After probation, the notice period will be [Notice period].
4. Leave	Annual leave of [Annual leave entitlement] each year, plus [Public holidays]. Details are set out in [Benefits and leave details].
5. Acceptance	Please sign below and return this letter by [Acceptance due date]. If we do not hear from you by then, this appointment may be withdrawn.

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: _____