

Appointment Letter

Date: [Insert Date]

[Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

We are pleased to inform you that you have been selected for the position of Turnaround Consultant at [Company Name]. Your expertise in organizational turnaround strategies and operational improvement will be invaluable to us as we navigate our current challenges.

Your appointment will commence on [Start Date] and will be on a [full-time/part-time/temporary] basis, with an expected duration of [duration, e.g., six months]. You will report directly to [Supervisor's Name], [Supervisor's Position].

This role will require your skills in analysis, strategic planning, and implementation of efficient processes. We believe that your contributions will make a significant impact on our business performance.

Details of your compensation package and employment terms are included in the enclosed contract. Please review and sign the contract before [specific date] to confirm your acceptance.

Welcome aboard! We look forward to working with you and achieving great results together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]