

Appointment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been appointed as an Airport Security Staff member at [Airport Name], effective [Start Date]. Your responsibilities will include conducting screenings, ensuring the safety of passengers, and maintaining security protocols.

Your salary will be [Salary Amount] per [hour/week/month], and you will report directly to the Security Manager. Please review the attached job description and policies regarding workplace conduct and safety regulations.

To confirm your acceptance of this position, please sign and return the enclosed copy of this letter by [Response Deadline]. We look forward to your contribution to our team.

Best regards,

[Your Name]

[Your Title]

[Airport Name]

[Contact Information]