

# Appointment Confirmation

Dear [Employee Name],

We are pleased to inform you of your appointment as [Job Title] in the [Department Name] at [Company Name], effective [Start Date].

## Appointment Details:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **Salary:** [Salary]
- **Reporting To:** [Manager's Name]

Please sign and return the enclosed copy of this letter to confirm your acceptance of this appointment.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]