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APPOINTMENT LETTER

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Introduction

In general sense, an appointment letter is written by the seniors to the person who they find suitable for a post for which they have given notification in newspaper or elsewhere. The letter is written after the interview, shortlisting and hiring process is done and the candidate is selected finally. This letter is very important from point of view of an employee as it will act as a confirmation of his appointment.

Appointment Letter Tips

Some tips to write a good appointment letter.

- Mention clearly the designation of the person who is hired.
- Also mention the terms and conditions in detail. Write whether the appointment is on permanence basis or on contract.
- Mention the date from which the person is supposed to join his duties.
- Also mention the date on which the letter is issued. Write that the person has to report within specified period otherwise the appointment will not be valid.
- Write the significant points in bold letters. The letter must be signed by the concerned authority, may be the highest HR person.

Sample Appointment Letter

From

Date

To

Subject – appointment letter

Dear Mr. Arjun Singhania,

This is with reference to your application for the post of the company secretary received by us on 25.10.2013, we are very happy to inform you that we think that you meet the specified eligibility criteria for the said post and we have selected you as a company secretary. You are requested to join your duties on 1st November at our head office address. You are requested to note that if you do not join within the five working days, then your appointment stands cancelled. This appointment is on contract basis and the contract will be renewed after every 12 months depending on your work performance. We wish you all the very best and hope that you will do a very good job.

Yours sincerely

Mr. N.K. Rawat

Head (Human resources)

Appointment Letter Template

From

Date

To

Subject – appointment letter

Dear _____ (name)

I am _____ (name), _____ (designation and name of the company) writing this letter to you to inform you that you have been selected as a company secretary with us from _____ (date) at our office. This appointment is done on the grounds of the interview session held by us. This appointment is completely on contract and we will extend the contract as per your performance every year.

Please note that you will have to report us before _____ (date) or else your appointment will get null and void. We are sure that you will perform very well and we wish you all the luck.

Yours sincerely

Name

Designation

Name of the company

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