

I'm not a robot





























company. I appreciate the opportunity to meet with a great group of people. Eligibility for the company retirement plan begins 90 Days after your start date. If you choose to accept this job offer, please sign a second copy of this letter and return it to me at your earliest convenience. When your acknowledgement is received, we will send you employee benefit enrollment forms and an employee handbook that details our benefit plans and retirement plan. We look forward to welcoming you to the XYZ team. Please let me know if you have any questions or if I can provide any additional information. Sincerely, Your Typed Name Director, Human Resources XYZ Company Frequently Asked Questions on Appointment Letter Format 1. What is an Appointment Letter? An official/ appointment letter issued to the candidate who has been chosen for a certain employment capacity is known as an appointment letter. As proof or confirmation of acceptance, the candidate must sign it. 2. How should I write an appointment letter? Certain points that one should include in the appointment letter are given below: - The day the appointment letter is sent out - The selected candidate's name, address, and phone number - The greeting or the salutation - The body of the letter includes the job title, pay, location, probation term, and other information. Learn » Payroll » Appointment Letter | Format, Sample, Free Templates An appointment letter is a formal document sent out by companies whenever a candidate gets selected for a position. Usually, the HR department handles this. If you are new at it or not very comfortable writing an appointment letter, then you are at the right place. This article will discuss what an appointment letter is, the steps to write one, and provide ready-to-use Word and PDF templates for free. Here's how you can create and manage employee letters on RazorpayX Payroll, using best-in-class templates crafted by our team of experts. Try out a free demo What is an Appointment Letter? An appointment letter is an official communication from an employer confirming that a candidate has been appointed for a role. It is issued by the employer after the offer letter has been issued, reviewed and accepted, and contained the terms and conditions of employment. It may also have details of the onboarding process, and acts as a formal record of agreement of terms. A good appointment letter sets a positive, hopeful tone for a newly hired employee, and so must be written well. Elements of appointment letter Following are the information that will have to be included in an appointment letter. Employee details Job title Department Reporting structure Employment terms Compensation details How to write an appointment letter Now that we know the basics of an appointment letter, let us look at what goes into it. A formal letterhead to make it official and the candidate's name, contact information, and issuance date at the top of the letter. Include a greeting using the candidate's official name and preceded by a salutation, such as "Dear Atul Sharma," For writing the letter's content, either use the traditional paragraph style, where the content is written in full sentences. Or the modern style, where the key sections are listed as bullet points that include small paragraphs. In the introduction paragraph, offer the role formally to the prospective candidate. The offer should include the recipient's official job title. Provide a brief description of the candidate's role and responsibilities in the next section. Include the recipient's starting date as discussed during the interview or job offer stage, along with a brief reference to the conversation. Include the offered position's working schedule, such as expected daily hours with the start and end time or the expected weekly hours. Also, mention if the role is full-time or part-time. Include the official salary for the position as discussed during the job offer and negotiation stage. Also, include other essential parts of the gross salary in this section, such as pension plans, gratuity, insurance plans, etc. Include all other important additional terms and conditions (such as dress code) towards the end of the letter. Close the letter by stating if the recipient needs to sign the document at the end. Include the deadline for acceptance or response to the letter in this final section. Appointment letter for employee [Company Logo] [Company Name] [Company Address] [Date] Dear [Employee's Full Name], We are delighted to officially appoint you to the position of [Job Title] at [Company Name]. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role. Appointment Details: - Job Title: [Job Title] - Department: [Department] - Reporting to: [Supervisor/Manager Name] - Start Date: [Start Date] - Compensation: [Salary or Compensation Details] Benefits and Perks: - [List of Benefits and Perks] Please report to the [Location/Branch Name] on [Start Date] at [Reporting Time]. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference. We eagerly anticipate your contributions and growth within our organization. Sincerely, [HR Manager's Name] [HR Manager's Title] [Contact Information] Appointment letter for Accountant [Company Logo] [Company Name] [Company Address] [Date] Dear [Employee's Full Name], We are delighted to officially appoint you as an Accountant at [Company Name]. Your qualifications and experience in finance make you an ideal candidate for this role, and we are confident that you will contribute significantly to our financial management. Appointment Details: - Job Title: Accountant - Department: Finance - Reporting to: [Supervisor/Manager Name] - Start Date: [Start Date] - Compensation: [Salary or Compensation Details] Job Responsibilities: - [List of Accountant Responsibilities] Benefits and Perks: - [List of Benefits and Perks] Please report to the [Location/Branch Name] on [Start Date] at [Reporting Time]. This appointment is subject to the terms and conditions outlined in the company's policies, which will be provided to you for your reference upon joining. We look forward to your valuable contributions to maintaining our financial health. Sincerely, [HR Manager's Name] [HR Manager's Title] [Contact Information] Appointment letter format Download Appointment Letter in Word for Free Download Appointment Letter in PDF for Free Appointment letter for internship [Company Logo] [Company Name] [Company Address] [City, State, ZIP] [Date] Dear [Intern's Full Name], We are pleased to offer you the opportunity to join our team as an intern for the [Internship Title] position at [Company Name]. Your enthusiasm and potential align well with our internship program's objectives. Appointment Details:- Internship Title: [Internship Title] - Department: [Department] - Start Date: [Start Date] - Duration: [Duration (e.g., 3 months)] - Stipend: [Stipend Details] Expectations and Benefits: - [Internship Expectations and Benefits] Please signify your acceptance of this internship appointment by signing and returning a copy of this letter by [Acceptance Deadline]. If you have any questions or require further information, please reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number]. We look forward to your contribution and learning during the internship. Best Regards, [HR Manager's Name] [HR Manager's Title] [Contact Information] Appointment letter for contract employee/contractor [Company Logo] [Company Name] [Company Address] [Date] Dear [Employee's Full Name], We are pleased to extend an offer for the position of [Job Title] on a contract basis at [Company Name]. Your skills and expertise align well with our project's requirements. Appointment Details:- Job Title: [Job Title] - Project/Contract Duration: [Contract Duration] - Reporting to: [Supervisor/Manager Name] - Start Date: [Start Date] - Compensation: [Contract Compensation Details] Contract Terms: - [Contract Terms and Conditions] Please confirm your acceptance of this contract appointment by signing and returning a copy of this letter by [Acceptance Deadline]. You can contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number] for any queries or clarifications. We look forward to your valuable contributions during the contract period. Best Regards, [HR Manager's Name] [HR Manager's Title] [Contact Information] Probationary employee appointment letter [Company Logo] [Company Name] [Company Address] [Date] Dear [Employee's Full Name], We are pleased to inform you of your appointment as a Probationary [Job Title] at [Company Name]. Your skills and potential align well with our team's needs, and we are excited to have you on board. Appointment Details:- - Job Title: [Job Title] - Department: [Department] - Reporting to: [Supervisor/Manager Name] - Start Date: [Start Date] - Compensation: [Probationary Compensation Details] Probationary Period: - [Probationary Period Details] During the probationary period, your performance and fit within our organization will be evaluated. Based on a successful review, you will be considered for full employment with [Company Name]. Please refer to the company's policies for more information. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. Feel free to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number] for any queries. We look forward to your contributions and growth within our team. Warm Regards, [HR Manager's Name] [HR Manager's Title] [Contact Information] Difference between offer letter and appointment letter Although an offer letter and an appointment letter have a lot in common, there are some differences. Offer Letter Appointment Letter An offer letter is used to inform potential candidates that they have been found suitable for the position. It's the first official document sent to the candidate. In contrast, an appointment letter is issued only when the candidates affirm that they want to accept the job. An offer letter typically contains the generic information discussed during the interview stages. In the case of an appointment letter, the information is very detailed and specific to the role in question. Generate appointment letters with a click in RazorpayX Payroll RazorpayX Payroll is an HR and payroll software that helps businesses retrieve templates for appointment letters and other HR letters like offer letters, relieving letters etc. The software also allows customising the letter templates based on specific requirements. RazorpayX Payroll is an end-to-end solution for all HR tasks, including employee onboarding, payroll management, employee self-service, and full & final settlement. Start Your Free Trial Now! Read more: Payroll Software What is Payroll Payroll Process Payroll Management HRIS Leave Attendance Management Attendance Management System HR Software FAQs An appointment letter becomes legally binding once signed and accepted by the employee. However, the employee can't seek any legal recourse against the employer in case the job doesn't materialise. It is an employer's right to withdraw a job offer if there are valid legal reasons. Otherwise, the employee may take legal action against the employer.