Name of the employee, Date: \_\_\_\_\_\_\_\_.

Address of the employee.

Dear Mr. / Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Letter of Appointment.

With referring to your application seeking employment with **Company Name** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Accounts Executive** in Grade **G7**.

**Appointment:** Your appointment as **Accounts Executive** commenced from \_\_\_\_\_\_(date) and you will be on probation for a period of six (6) months from the date of your appointment.

**Salary:** Your monthly salary is **Rs 25,000** /-

**Place of work:** Your initial place of work will be the Organization’s Unit located in Hyderabad, India. However, considering Organizational requirements, you may be transferred to any other location.

We welcome you to **Company Name** family and wish all success in your assignment with us.

Yours sincerely,

For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Authorized Signatory

**Acceptance & Declaration**

I hereby acknowledge the terms and conditions of this Letter and I further confirm & declare that I shall abide by the above terms and conditions.

Employee Signature.